



Occupational Health & Safety Manual

MeadowBrook Construction Inc.

SAFETY POLICY STATEMENT

MeadowBrook Construction Inc. is committed to protecting and promoting the health and safety of all employees and providing a safe and healthy work environment through the co-operative efforts of all employees.

To achieve this commitment, health, and safety is integrated into all organizational activities to strive to eliminate all incidents that downgrade the safety and efficiency of our operations. We will provide health and safety training for each employee such that they will have the knowledge and skill to perform their own work safely and efficiently.

All management functions will ensure compliance with our health and safety program and the OHSA and its regulations as they apply to design, operation, and maintenance of facilities and equipment. Our approach to Total Quality Management (TQM) ensures that all personnel have the authority to take action where sufficient hazards exist, including the right to stop unsafe work or activities to protect our employees and the public.

The services of our Canadian Registered Safety Professional is provided to work in tandem with management, supervision and staff to ensure that any potential hazardous conditions in the workplace are eliminated. All employees will perform their jobs in accordance with the OHSA and its regulations, established procedures, and report any safety hazards they detect to their immediate supervisor so that they may be remedied.

Our comprehensive health and safety program will provide the framework in the integration of safety into every employee's daily routine. Our health and safety incentive programs reinforce our commitment to the total quality approach to health and safety.

Accountability for compliance to our health and safety policy rests with all employees.



Steven Buhagiar
January 10th, 2013

RESPONSIBILITIES

Occupational health and safety is based on the internal responsibility system. This system gives the stakeholders specific legal duties and rights as they pertain to health and safety. These duties and rights are clearly spelled out in the OHSA. This booklet is designed to highlight and guide all employees in fulfilling their duties and responsibilities.

Employer Responsibilities

Under The Occupational Health and Safety Act, Key responsibilities of MeadowBrook Construction Inc. include:

1. Providing equipment, materials and protective devices (e.g. guards on machines, safety harnesses, eye wash station, gloves, etc.
2. Providing equipment, materials and protective devices that are maintained in good condition.
3. Ensuring equipment, materials and protective devices are used properly and in a safe manner.
4. Providing information, instruction and supervision to employees to protect the health and safety of the employee.
5. Appointing competent (is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with the OHSA and regulations that apply to the work, and has knowledge of any potential or actual danger to health or safety in the workplace) supervisors.
6. Providing (upon request), in a medical emergency, information in the possession of the employer, including confidential business information to a legally qualified medical practitioner, and to such other persons as may be required by law.
7. Acquainting an employee or a person in authority over an employee with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
8. Affording assistance and co-operation to the Joint Health and Safety Committee (JHSC) and a Health and Safety Representative in the carrying out by the committee and the Health and Safety Representative of any of their functions.
9. Only employing a worker over the prescribed age.
10. Not knowingly permitting in or about the workplace anyone under the prescribed age.
11. Taking every precaution reasonable in the circumstances for the protection of an employee.
12. Providing to the Joint Health and Safety Committee (JHSC) or to a Health and Safety Representative, the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety. The employer must also advise employees of the results of a report and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

13. Responding in writing, within 21 days, to any health and safety recommendations submitted by the Joint Health and Safety Committee or Health and Safety Representative
14. Posting a copy of the Occupational Health and Safety Act and pertinent Regulations in an accessible workplace location.
15. Posting, reviewing and re-posting annually, a copy of MeadowBrook Construction Inc.'s Health and Safety Policy in an accessible workplace location.
16. Developing and maintaining a health and safety program to implement MeadowBrook Construction Inc.'s health and safety policy.

Supervisor Responsibilities

Under The Occupational Health and Safety Act, Supervisors/Managers are required to ensure that:

1. Employees work in the manner and with the protective devices, measures and procedures required by the OHSA and regulations (e.g. safety belts, confining hair, jewelry or loose clothing around moving parts, etc.)
2. Employees use or wear the equipment, protective devices or clothing that MeadowBrook Construction Inc. requires to be worn.
3. Employees are advised of the existence of any potential or actual danger to the health or safety of which the supervisor is aware.
4. Employees are provided with written instructions as to the measures and procedures to be taken for their protection.
5. Every precaution reasonable, in the circumstances, is taken for the protection of an employee.

Other Responsibilities include:

- Develop and demonstrate a positive “health and safety” attitude and working climate.
- Be interested in and involved with the organization’s health and safety performance.
- Uphold safety rules and procedures and support enforcement including disciplinary action.
- Develop a working relationship with JHSC members/Health and Safety Representative and support their role.
- Make every reasonable attempt to resolve the health and safety concern of employees.
- Ensure training of employees in safe work practices and job safety requirements associated with a particular job process and provide written instructions where appropriate.
- Correct unsafe acts and unsafe conditions.
- Report and investigate all incidents and injuries to employees and guests and any property damage or loss of process.
- Ensure that a maintenance program for any equipment and machinery in the workplace is carried out.

- Implement emergency plans when necessary and ensure that employees have been properly trained to comply.
- Inform superiors of any known occupational health and safety concerns.
- Regularly evaluate employee performance and provide periodic feedback with respect to health and safety.

Employee Responsibilities

Under the OHSA, employee responsibilities include the following:

1. Working in compliance with the provisions of the OHSA, regulations, and internal policies and procedures.
2. Using or wearing the equipment, protective devices or clothing that MeadowBrook Construction Inc. requires to be worn.
3. Reporting to his/her supervisor, the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself or herself or another worker.
4. Reporting to his or her supervisor, any contravention of the OHSA, regulations MeadowBrook Construction Inc.'s policies and procedures.
5. Reporting to his or her supervisor the existence of any hazard of which he or she is aware.
6. Not removing or making ineffective any protective device without providing an adequate temporary protective device. When the work is completed, the original protective device shall be replaced immediately.
7. Not using or operating any equipment, machine, device or thing or working in any manner that may endanger himself, herself, or another worker.
8. Not engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Other Employee Responsibilities:

- Knowing, understanding and implementing safe work practices and procedures.
- Knowing, understanding and employing established rules and procedures for handling materials, equipment and processes (e.g. report unlabelled containers, use proper lifting techniques, etc.)
- Requesting that worn out or defective equipment be replaced.
- Using all safety devices provided, ensuring optimum condition of devices and reporting any defects immediately to a supervisor.
- Using equipment and materials only in the manner intended.
- Carrying out repairs, alterations and processing changes only when authorized.
- Reporting all injuries, incidents and unusual conditions immediately to the supervisor.
- Inspecting work area daily and reporting any hazards immediately to the supervisor.

MEADOWBROOK CONSTRUCTION INC.
OCCUPATIONAL HEALTH AND SAFETY POLICY MANUAL

This booklet “Occupational Health and Safety Policy Manual”, represents the safety rules that must be observed by all employees to ensure a safe and healthy environment at this project.

Safety consciousness must be part of each employees thinking process when on the job site. Any action or unsafe attitude by any employee jeopardizes the safety of all our employees. It is expected that each employee take every precaution to prevent unsafe acts and anticipate potential hazards. Always report an injury to your foreman/supervisor as soon as possible.

To make our approach to safety more effective and uniform throughout our organization, we are providing you with a copy of this booklet. We expect you to read and understand the information herein and to fully comply with the requirements as stated.

It is expected that all our workers will work in accordance with the Occupational Health and Safety Act, its' Regulations or Safety Codes for the Province of Ontario.

Your signature below acknowledges receipt of this booklet and your concurrence with the above stated conditions.

Dated received:

Employees' name:

Signature:

Name of supervisor:

Failure of any employee to follow this policy can lead to discipline up to and including discharge. Safety is everyone's responsibility, but you can protect yourself the best.

[A photocopy of this page is to be given to the employee upon signature by both the employee and the authorized supervisor]

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[Please note: Imperial units and the SI Metric values systems have been used. In some cases the approximate or accepted equivalents of the reciprocal have been used and may not be mathematically correct.]

HEALTH AND SAFETY REPRESENTATIVES SECTION 1

As a Health and Safety Representative, your main role is to help improve health and safety conditions in your workplace. To this end, you have certain powers and responsibilities as outlined in the *Occupational Health and Safety Act (the “OHSA”)*.

You have a duty to inspect your workplace as outlined in the OHSA. Workplace inspections are the primary way for you to identify hazards. The workplace inspection shall be completed using the “Workplace Inspection Recording Form” (available from your Foreman) and submitted to your Foreman or our company safety engineer. We will provide the information pertaining to the health and safety of an operation or material that our subcontractor or we use. If any questions arise about the effect of health and safety on a particular product, material, or procedure, contact our safety engineer or foreman.

If a worker is killed or critically injured on the job, you have a right to inspect the place where the accident occurred, as well as any machine, device, or thing. You must report your findings in writing to a Ministry of Labour Director. Furthermore, you have the opportunity to join an inspector while he or she inspects your workplace.

In the event of a work refusal, you have the duty to become involved in the investigation and resolution of that work refusal.

You have the power to identify workplace hazards that may be associated with machinery, tools, and materials used in the workplace, the production process, working conditions, or anything else that may be of danger to the health or safety of workers. You must report your findings to your foreman or a member of our management team on your project. We are your employer, we will respond in writing within 21 days to any written recommendations you make. We request that you use our Occupational Health and Safety Representative Reporting Form, when making those recommendations.

OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE REPORTING POLICY SECTION 2

We and our affiliated companies, are committed to protecting and promoting the health and safety of all employees. We will provide a safe and healthy work environment through the cooperative efforts of all employees by communicating health and safety concerns thoroughly and accurately.

It is our duty to assist you as the Health and Safety Representative in the performance of your duties. You are required to report to your employer or supervisor in the absence of, or defect in any equipment or protective device of which you are aware and which may endanger yourself or another worker. Furthermore, report to your employer or supervisor any contravention of this Act, the regulations or the existence of any hazard of which you know.

In the spirit of communicating health and safety concerns and to ensure that concerns are addressed quickly, fairly and in order to meet its duties and legal obligations, MeadowBrook Construction Inc. will require its Health & Safety Representatives to complete a special memo form every time that the Representative is requested to investigate a health and safety concern. The special memo is named the “Occupational Health & Safety Representative Action Report”. Health and Safety Representatives are required to have their immediate supervisor sign the Action Report before leaving the workplace on the day of the investigation. Upon returning to the workplace, the Health and Safety Representative is required to submit a properly completed Action Report to their supervisor and to keep a copy for their records. In emergency situations where the attention of the Health and Safety Representative is urgently requested, the Health and Safety Representative’s supervisor may sign the Action Report after the fact.

It is our desire that this Occupational Health and Safety Representative Action Report procedure will assist our Company to secure a safer workplace and help to ensure that we satisfy our duties and obligations.

**MEADOWBROOK CONSTRUCTION INC.
OCCUPATIONAL HEALTH & SAFETY REPRESENTATIVE
ACTION REPORT**

NAME:

TRADE:

DATE:

ONSITE LOCATION:

CONTRACTOR PERSON TO SEE:

REASON:

ACTION TAKEN:

HOUR REQUIRED:

A.M.

EXPECTED RETURN TIME:

A.M.

P.M.

P.M.

ACTUAL DURATION:

HRS.

Foreman/Project Manager
Signature

Health and Safety Representative
Signature

RESPONSIBILITIES - SUBCONTRACTORS

SECTION 3

All subcontractors shall be responsible for ensuring compliance by its employees to the duties set forth in the OHSA and its' Regulations as they apply to the Company (Subcontractor, Supervisors and Workers). Furthermore, the subcontractor shall ensure that they are providing adequate supervision to ensure: job (work site) specific hazard training, accident investigation, weekly inspection of their tools, equipment, machinery and fire protection for defects or hazards. Injuries resulting in the worker losing time off work shall be reported to us within two days. Injuries resulting in the necessity of emergency services (ambulance, fire department, and police) shall be reported immediately to our Project Manager.

Any subcontractor who fails to ensure that they, or their employees are complying with the prescribed duties and responsibilities as outlined in the OHSA and its' Regulations, resulting in our company being prosecuted and fined for those failures, shall be held wholly responsible for all legal costs and fines. These costs and fines will be deducted from our transfer of payments or holdback to the offending subcontractor.

We require a valid Workers' Compensation Board (WSIB) Certificate be given to us before any work by that subcontractor begins and when each progress draw is made. In addition, only those subcontractors who are registered with the WSIB (i.e. Independent Operator) will be permitted to work for us. Furthermore all hazardous materials regulated by W.H.M.I.S. (Workplace Hazardous Material Information System) legislation, shall be reported to us along with a valid copy of the M.S.D.S. (Material Safety Data Sheet) for that product.

We expect all subcontractors to abide by the policies outlined in this booklet, as well as any additional health and safety requirements made by the project general contractor or owner.

WORK REFUSAL

SECTION 4

All workers have the right to be able to perform work in a manner that does not endanger themselves or others. If any worker feels that the work they are about to perform or the equipment/tools will endanger themselves or another worker, they must immediately report the unsafe condition to their foreman. If the worker and foreman cannot resolve the issue to the satisfaction of the worker, then the worker has the right to refuse that particular work as outlined in the OHSA. It is in the best interest of all parties to avoid work refusals and resolve any health and safety concerns (thereby avoiding a work refusal) by discussing them with our management team. However if the safety concern(s) fails to be resolved, the following is a guide to abide by in the event of a work refusal:

1. Report the work refusal to your foreman (supervisor) stating the reason(s) for the refusal.
2. The foreman shall notify the workers' health and safety representative (if any) of the refusal and together with the worker, investigate forthwith the reasons for the refusal.

3. Until the foreman, the workers' health and safety representative (if any) and the worker have completed the initial investigations, the worker shall remain near his work area in a safe place.

If there is no health and safety representative for the worker, the worker may choose a representative from the workplace.

The events that follow after the conclusion of the initial investigation will depend on the outcome and resolution of the workers refusal, and will follow those procedures as outlined in the OHSA. However until the conclusion of the initial investigation noted above, no other worker shall use or perform work on the equipment or area that resulted in the work refusal.

No representative of the employer will take any sort of reprisal against the worker for refusing to work.

ALCOHOL ABUSE CONTROL POLICY STATEMENT SECTION 5

Alcohol adversely affects coordination and judgment, and inappropriate use will jeopardize the health and safety of the user, co-workers, and the general public, particularly if the user is involved in safety sensitive operations or equipment.

The Alcohol Control Policy applies to all employees. The Company will not condone the following behavior by its employees:

- ◆ Use or consumption of any form of alcohol on a construction project at any time
- ◆ Abuse of alcohol during lunch, breaks or before starting work
- ◆ Sale, purchase, transfer, offering use or possession of alcohol on Company property or at a site where the Company is engaged
- ◆ Arrival at or being at work under the influence of alcohol.

The Company also reserves the right to collect alcohol blood level tests of those working in a safety sensitive area or after an accident.

We as your employer have the legal duties and responsibility to take every precaution reasonable in the circumstances for the protection of a worker. We are obligated to ensure that alcohol abuse in anyway connected with work does not occur.

Furthermore the supervisor shall advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware and take every precaution reasonable in the circumstances for the protection of a worker.

Every worker shall use or operate any equipment, machine, device, thing, or work in a manner that will not endanger himself or any other worker.

Our foremen and management have the responsibility to remove from the job site anyone they reasonably suspect is under the influence of alcohol and to start disciplinary procedures against that worker. Failure to do so by any foremen could constitute a contravention of the legal duties and may be subject to prosecution.

NON-PRESCRIPTION DRUG CONTROL POLICY STATEMENT SECTION 6

The Drug Control Policy applies to all employees. We as your employer will not condone the following behavior by our employees or subcontractors:

- ◆ Use of illicit drugs
- ◆ Abuse of legal or prescription drugs
- ◆ Sale, purchase, transfer, offering, use or possession of illicit drugs or drugs obtained illegally.
- ◆ Arrival at or being at work under the influence of illicit drugs or alcohol
- ◆ Off the job drug use which may affect future work performance (an employee who is convicted or pleads guilty because of off the job drug or alcohol related activities, may be considered to be in violation of this policy).

We reserve the right as permitted by the current Human Rights Act or any provincial legislation to have a Company physician determine if a prescription drug or medication produces hazardous effects and to take the steps necessary for the protection of the user, co-workers and general public. The Company also reserves the right to collect and administer drug tests of those working in a safety sensitive area, after an accident, upon offer of employment/contract, or when management is informed of a problem in a particular area.

Employees have the right to:

- ◆ A safe and healthy working environment
- ◆ Treatment of their addiction to drugs and alcohol by our Government Health Insurance Program or the Drug and Alcohol Abuse Program outlined in the applicable Collective Agreement
- ◆ Refuse participation in the Drug Control Program.

WORKING NEAR ENERGIZED ELECTRICAL CABLES

SECTION 7

Once the voltage of the overhead power lines have been identified, the minimum (closest) distance that any part of the machine or equipment may be to the energized power lines are:

- ◆ 750 to 150,000 volts (nominal phase-to-phase voltage rating) 10 feet (3.1 meters)
- ◆ 150,000 to 250,000 volts (nominal phase-to-phase voltage rating) 15 feet (4.5 meters)
- ◆ 25,000 volts and over (nominal phase-to-phase voltage rating) 20 feet (6 meters)

ACCIDENT/INJURY RESPONSE PROCEDURES

SECTION 8

FOR A MINOR INJURY REQUIRING ONLY ON SITE FIRST AID

1. The worker must obtain the necessary first aid.
2. The first aider must record the first aid treatment given in the “First Aid Logbook.”

FOR A “NO LOST TIME” INJURY REQUIRING MEDICAL AID (A VISIT TO A DOCTOR OR NURSE)

- 1) The worker must obtain the necessary first aid.
- 2) Transport the worker by the most effective means to the nearest hospital or doctor’s office that can handle the injury.
- 3) The foreman/supervisor shall complete the Workers’ Compensation Board (the “WSIB”) Form 156 “Treatment Memorandum” (for Ontario only) or the applicable form for the Province of work and send it to the treating physician or hospital.
- 4) The foreman/supervisor shall completely fill out a WSIB Form 7a (Ontario only) or the applicable form for the Province of work, and ensure the cause(s) and the steps taken to prevent this accident are stated. Indicate on the WSIB Form 7a **“NO LOST TIME”**, and include the name and address of the treating physician or hospital.
- 5) If a worker refuses medical aid during his shift, but later seeks medical attention at their own physician or other treatment facility, the worker must inform his foreman/supervisor of the details of the visit and must ensure that the following information is provided to the foreman: name, address, telephone number of treating

facility, name of the attending doctor or nurse, nature of the injury, restrictions and treatment prescribed. If the treating facility provides a letter to employers for the above-noted purpose, we request that the worker obtain such a letter. The employer will pay any costs associated in the procurement of such a letter. Any out of pocket expenses relating to the injury should be documented and presented to us for payment/re-imbursement

- 6) The foreman/supervisor shall fax the completed copy of the WSIB form(s) to the Office Manager at 905-670-2492 who will then notify the WSIB, Ministry of Labour and any other off-site personnel or agencies as required of the accident.
- 7) The foreman/supervisor must consult with the Office Manager before he submits a copy of the **NOTICE OF INJURY TO THE JOINT HEALTH & SAFETY COMMITTEE**, to the health and safety representative, committee and shop steward, general contractor or owner of the injury. This is to protect the privacy of the worker, as the employer without the employee's approval may not give out some information.

INJURY WHEN A WORKER IS UNABLE TO WORK BEYOND THE DAY OF INJURY "LOST TIME"

- 1) The worker must obtain the necessary first aid.
- 2) Transport the worker by the most effective means to the nearest hospital or doctors office that can handle the injury.
- 3) The foreman/supervisor shall complete the WSIB Form 156 **TREATMENT MEMORANDUM** (For Ontario only) or the applicable form for the Province of work and send it to the treating physician or hospital.
- 4) The foreman/supervisor shall completely fill out a WSIB Form 7a (Ontario only) or the applicable form for the Province of work, and ensure the cause(s) and the steps taken to prevent this accident are stated. Indicate on the WSIB Form 7a **LOST TIME** and include the name and address of the treating physician or hospital.
- 5) The foreman/supervisor shall complete an accident investigation as well as completing a company Accident Report and the corresponding WSIB forms and fax them to the Office Manager at 905-670-2492 the same day.

- 6) Obtain copies and send to the Office Manager and the aforesaid facsimile number any accident reports produced by the owner, general contractor, or other investigating parties. If the Ministry of Labour investigates, send copies of any reports they produce (even if they are not written or intended) directly to the Office Manager.
- 7) Make specific note of any other contractor that may have been involved in the causation of the accident/injury.
- 8) The foreman shall complete the employer section of the **MEDICAL REPORT TO FACILITATE REHABILITATION** outlining the modified work we have on site. Send this form along with the doctor's letter to the treating medical center.
- 9) The foreman shall inform/review the modified work program with the injured worker.
- 10) The foreman/supervisor shall fax the completed copy of the WSIB form(s) to the Office Manager who will notify the WSIB, Ministry of Labour, and any other off-site personnel or agencies as required of the accident.
- 11) The foreman/supervisor must consult with the Office Manager before he submits a copy of the **NOTICE OF INJURY TO THE JOINT HEALTH & SAFETY COMMITTEE**, to the health and safety representative, committee and shop steward, general contractor or owner of the injury. This is to protect the privacy of the worker, as the employer without the employee's approval may not give out some information.
- 12) If the injury requires that the worker is taken to hospital by an ambulance or the injury is considered critical, contact the Office Manager as soon as possible at head office for instructions.

CRITICAL INJURY

If the injury requires that the worker is taken to hospital by an ambulance or the injury is considered critical, contact either the Office Manager at 905-670-3052 or Jeff Buhagiar on MeadowBrook Construction Inc.'s 24-hour hotline 905-670-3052 for instructions. The following procedures are in addition to those listed for a **LOST TIME** injury noted previously.

- 1) Get help; assign the necessary task to specific personnel.
- 2) Protect the accident scene for continuing or additional hazards, de-energize electric power etc.
- 3) Get the injured worker first aid.

- 4) Call 911 for an ambulance, police, and fire rescue; tell the operator you have a critical injury on your project.
- 5) Transport the injured worker to the hospital; ensure a representative of the company accompanies the injured worker.
- 6) Secure the accident site; try not to disturb anything except for the rescue of the injured worker or for the protection of other workers.
- 7) Contact either the Office Manager at 905-670-3052 or Jeff Buhagiar at 905-670-3052.
- 8) Contact the Ministry of Labour for your area (the telephone number can be found in the back of the Provincial Occupational Health and Safety Act and Regulations or in the telephone book). Record the telephone number called, the time and the person's name you spoke to. Use the **CRITICAL INJURY RECORD** form if possible.
- 9) Contact the health and safety representative, the shop steward, and the general contractors or owners' safety officer.
- 10) The accident will be investigated by the police, coroner, Ministry of Labour, foreman/supervisor the Officer Manager and/or Jeff Buhagiar, the joint health and safety committee, safety representative.
- 11) Coordinate with local authorities about who will contact next-of-kin.
- 12) Document as much as possible and as soon as possible such that accurate facts can be compiled, as critical injuries will almost always result in someone being charged by the Ministry of Labour.

Follow the procedures for completing the WSIB and Accident Investigation Reports noted earlier.

RESPONSIBILITY FOR INVESTIGATING ACCIDENTS/INJURIES

SECTION 9

The foreman/supervisor must investigate all accidents and incidents that involve his workers. This includes taking pictures, filling out accident and/or incident reports, taking statements from witnesses and ensuring the injured worker has received the necessary medical aid. Foreman/supervision must also advise the general contractors' safety representative of the details of any injury. The foreman/supervisor should contact the injured worker as frequently as the injury deems, but at least once a week. Report any changes to the Office Manager in the workers condition as you see fit.

RESPONSIBILITY FOR INVESTIGATING INCIDENTS

SECTION 10

Incidents are investigated in the same manner as an accident resulting in an injury. The only difference between the two procedures in an incident doesn't involve an injury to a worker. Incidents or "near hits" can just as easily result in a serious injury to a worker.

Incidents are defined as "an uncontrolled and undesired event that has the potential of causing an injury to a worker or a loss of property." All employees are strongly encouraged to report any incidents where they feel an event has occurred that may have otherwise caused an injury. The foreman shall complete the "Hazard Incident" reports form and submit it to the Office Manager and the representative for the general contractor or owner if it involves any worker in their control.

All employees have the duty to report known hazards to their employer. Never wait to report hazards, unreported hazards will always result in an injury.

TRENCHING & EXCAVATING

SECTION 11

This is a summary of our **TRENCHING AND EXCAVATING POLICY AND PROCEDURE** manual and is designed to be used only with SPEED SHORING type shoring, with a maximum depth of 8 feet (2.4 meters). This shoring is only intended to be used in Type 1 or Type 2 soil conditions. Consult the Provincial Regulations or the Provincial Construction Safety Association for the descriptions of these soil types. Keep in mind; we must enclose all four sides of the trench with shoring. For soil conditions or excavations exceeding these limits, a separate written policy and procedure will be produced for that specific case.

It cannot be overstated that we must foremost protect our fellow workers and the general public. No worker shall proceed with any work involving trenching and excavating if they have knowledge of a potential hazardous situation or they feel that the instructions and training is not clear. Report their concerns to their foreman and if a satisfactory solution is not achieved, contact the Office Manager at 905-670-3052.

Any excavation or trench that exceeds 4 feet (1.2 meters) in depth, the worker must be protected by a trench box, shoring or sides that are adequately sloped. All shoring must be done in compliance with the instruction of a qualified Registered Professional Engineer (P.Eng.) in the Province that the work is being performed.

LOCATING SERVICES

1. No excavation shall be started before all of the utilities are located and staked out or marked in such a way that they will be accidentally cut or damaged.

2. It is the responsibility of the foremen to check the area for any markers, signs, or indication of other utilities that may be buried in the area. Look for locating tape when digging (usually red, green, or yellow) that may indicate another service that is located in the excavation area.
3. The foreman shall receive written notification from all utility suppliers (telephone, cable T.V., electricity, water, and gas) that the area of the excavation will not damage their services.
4. The excavation shall not begin until all the necessary utility technicians have given the clearance if a utility service is in the area where the excavation will be.
5. After a utility service has been identified and accurately located and marked and if any service poses a risk, that service shall be shut off, disconnected and locked out.
6. If a service map poses a hazard and cannot be shut off or disconnected, the owner of the service shall be required to supervise the uncovering of the service during the excavation.
7. Hand dig first to expose the utility services first to prevent damage.
8. Pipes, conduits, and cables for gas, electrical and other services in an excavation shall be supported to prevent their failure or breakage.

PREPARING THE EXCAVATION SITE

1. The foreman and the crew shall survey the excavation site for potential hazards to the workers and to the general public. The foreman shall note any potential hazards and the procedures in case of an accident shall be reviewed with all workers at the site. Emergency telephone numbers shall be kept on site (if a cellular telephone is on site) or if a two-way radio communication is being used, the operator at the other end has the emergency telephone numbers.
2. At the excavation site the foreman and his crew shall meet and agree on the procedures for the excavation. The backhoe operator has the final say as to the positioning of his equipment, the spoil pile, the location of his signal person, the proximity of the workers to his machine and what loads he shall lift.
3. The foreman with his crew at the excavation site shall review the procedures to be followed in the event of an accidental cave-in.
4. The foreman shall ensure that all workers are equipped with the necessary personal protective devices.
5. The operator of the backhoe shall maintain three-point contact when climbing on or off the equipment.

6. Materials shall be piled in such a way that they do not pose a hazard from tipping, rolling or sliding. Unsupported materials shall not be stacked higher than three times the least lateral dimension.
7. Spoils shall be piled at least six feet (1.8 meters) back from the opening of the trench.

PUBLIC WAY PROTECTION

1. If the excavation may endanger a person using a public way, a sturdy barricade or fence six feet (1.8 meters) high must be constructed around the site.
2. If any equipment, machinery, or materials that are being used at the excavation site overnight may be a hazard to public traffic on a public way, flashing amber devices shall mark it.
3. If an excavation is to be left unattended, it must be covered with securely fastened planks or fenced off with a six-foot (1.8 meter) fence that is strong enough to prevent any loads it may be subjected to from causing it to fail. The spoils should be fenced off if practical.
4. If the excavation is on or near a heavily traveled or congested road or area, a signal person shall be used and shall be equipped with the following:
 - ◆ Blaze orange or red reflective fluorescent safety vest
 - ◆ Know and use standard hand signals as recommended by the Construction Safety Association (CSA)
 - ◆ Slow/stop sign
5. All vehicles including the backhoe must have the amber colored flashing lights on at all times when stopping, or working at an excavation site. Each vehicle shall be equipped with a back-up alarm.
6. Always consider the population make-up of the area (schools – children, retirement homes – handicap persons, etc.) and take any additional steps to prevent injury to the general public.

In addition, traffic cones shall be set up evenly spaced, starting from 30 – 150 feet (10 – 50 meters) (depending on the length of the excavation) from the center of the excavation extending in both directions. Traffic control signs bearing the words **MEN AT WORK**, **CONSTRUCTION AHEAD** or a directional arrow pointing in the direction the traffic must yield shall be placed at a reasonable distance in front of the traffic cones near the signal person(s). Consult the **TRAFFIC CONTROL MANUAL FOR ROADWAY WORK OPERATIONS – FIELD EDITION** published by the Provincial Ministry of Transport.

SLOPING AND BENCHING

1. If adequate room exists, work inside an excavation deeper than four feet (1.2 meters) may be carried out if the walls are adequately sloped.
2. Sloping the walls of a trench will ensure that a cave in will not occur. For type three soil, the slope will be a one to one ratio from the bottom of the excavation. That is, one foot in depth with a one foot cut back on the walls (or one meter in depth with a one meter cut back on the walls). If a trench was six feet deep (1.8 meters), the walls would be required to be sloped back six feet (1.8 meters) and extend from the bottom of the trench.
3. For type four soil, the slope shall be a one to three ratio from the bottom of the excavation. That is for every one-foot of depth the walls must be cut back three feet (or for every one meter of depth the walls must be cut back three meters).
4. A bench may be cut at the top of an excavation such that the trench may be deeper than the allowed eight feet (2.4 meters). The shoring must still extend 12 inches (300 millimeters) above the opening with a maximum depth of eight feet (2.4 meters) below the bottom of the bench cut. The slope of the bench shall be a one to one ratio from the top of the excavation where the shoring sits.

INGRESS/EGRESS

1. All trenches must have proper ingress and egress. If ladders are used they must be inspected for damage before being used.
2. The ladder must be securely tied off at the top and the footing at the bottom must be solid.
3. The ladder must extend one meter (about three feet) past the top of the wall of the shoring.

WORK AREA PROTECTION – TRAFFIC CONTROL PLAN (“TCP”) SECTION 12

When maintenance or construction is required on public roadways, you must juggle many important concerns; available personnel, budget, weather and public relations. But these interests must be balanced with safety. Safety must always be the highest priority. The laws for signs, traffic control, signalpersons, and time of day we may be able to perform such work on or near a roadway vary for each Province, city, and town. When the work, we perform involves traffic control, the foreman/supervisor must ensure that the correct procedures are being followed for the area of work.

Traffic control persons are more frequently in contact with the public than other construction workers. In addition to training they should have:

- ◆ Intelligence and common sense
- ◆ A courteous but firm manner
- ◆ Sound health - especially sight and hearing
- ◆ Mental and physical alertness

MANAGING THE WORK SITE AND TRAFFIC AREAS

Work area protection is designed to enhance the safety of motorists and workers. Careful design of work and traffic areas will safeguard motorists, pedestrians, and workers. When designing a TCP, keep these points in mind:

- ◆ Guide motorists in a clear and positive manner through warning, delineation, and channelization
- ◆ Restrict traffic movement as little as possible
- ◆ Recognize that it can be difficult to persuade motorists to slow down. Therefore, avoid reduced speed zones when possible
- ◆ Avoid abrupt changes in traffic patterns, such as lane narrowing, dropped lanes, or translations that require rapid maneuvers
- ◆ The traffic-control zone, detours, and traffic-control devices are the keyways to safely separate work and traffic areas.

The Work Area Protection Program is designed to maintain and promote safety. It consists of four key elements:

COMMUNICATION PLAN

1. Motorists, pedestrians, businesses, schools, Police, Fire Departments, Government agencies and other contractors on site; these are some of the people and entities you must inform of the scope of your project. They must be informed as to when and where work will take place, when the job is finished and that normal traffic patterns are restored. This is accomplished through a communication plan. This plan described on-the-job procedures that ensure communication among employees, the public, and other workers in the area. Emergency response plans also are covered.

TCP

2. A formal TCP required by most Provinces and cities explains all aspects of the upcoming job. The more complex the project, the more detailed this document will be. All involved parties should understand the TCP before you occupy the work site. A TCP covers:

- ◆ Traffic flow patterns
- ◆ Speed and volume of traffic
- ◆ Weather conditions
- ◆ Economic and community concerns
- ◆ Project time frame
- ◆ Use of traffic-control devices
- ◆ Design of traffic-control zone and diagrams
- ◆ Personnel requirements
- ◆ Copies of permits
- ◆ Emergency phone numbers
- ◆ Persons in charge

TCP MAINTENANCE

3. Responsibility for maintenance of that of the foreman/supervisor and our safety engineer. It is the responsibility of the foreman to conduct after all traffic control zones and devices have been created and installed, a thorough drivethrough before motorists are allowed in the area. Conduct a nighttime drive-through if your work area will be kept in place overnight.

Some key elements to check for:

- ◆ Are warning signs obvious?
- ◆ Are cones properly spaced?
- ◆ Do motorists have enough time to merge into alternate lanes?

One of the most important reasons for routine monitoring; unauthorized individuals often move barricades or they steal cones, flashing lights, signs and other devices.

EMPLOYEE TRAINING

4. Training is not only vital to both job safety and efficiency, it is required by law. As usually required by law, all employees from management to field personnel to contract workers need training relevant to the jobs they perform. Training covers the following areas:

- ◆ Regulations and codes
- ◆ Selection and use of traffic-control devices
- ◆ Design of traffic-control zones
- ◆ Creation of a TCP
- ◆ Emergency procedures
- ◆ First aid

The training programs shall be developed, presented, and tracked by Jeff Buhagiar. The project manager at the project requiring traffic control is to arrange the training with Jeff Buhagiar and the foreman shall ensure that only trained workers perform traffic-control functions.

THE TRAFFIC-CONTROL ZONE

The following five traffic zones must always be created:

ZONE 1

The advance warning area alerts drivers as they approach a work area. It should be clearly marked and long enough to allow drivers to slow down. The advanced warning area should fit the needs of your work project. The type and size of the work project, weather conditions, speed limit, traffic volume, and visibility are among factors that affect its design.

ZONE 2

The alternate route created around the work area in place of normal driving lanes. Translation areas should be clearly marked and be obvious to motorists. Tapers are used within the translation area to divert traffic from its normal path.

ZONE 3

The buffer space provides a margin of safety for both oncoming traffic and workers, as is the open road between the transition and work area. The buffer space is to be kept free of equipment, workers, and vehicles.

ZONE 4

The work area is reserved for workers and equipment. Barriers or channeling devices surrounding the area separate the area from traffic and pedestrians.

ZONE 5

The termination area allows traffic to clear the work area before returning to normal lanes. It extends from the end of the work area to the final **END OF CONSTRUCTION** sign.

SIGNS

Because many work projects last for a few days or even weeks, all devices must either be reflectorized or illuminated to ensure nighttime visibility. The use of signs, including their color, size, shape, and placement, is governed by federal, local or provincial agencies. It is the responsibility of our Safety Engineer to determine what these requirements are for the project.

There are three basic types of signs: regulatory, warning and guide. Regulatory signs include commands such as **STOP**, **DO NOT PASS**, **YIELD**, and **SPEED LIMIT**. Existing signs may be removed temporarily or covered to accommodate substitute signs related to your work project. Regulatory signs normally are placed at the exact point at which the command takes effect.

Warning signs advise motorists of an upcoming hazard. They are placed well in advance of the hazard to give motorists plenty of response time. Guide signs refer to destinations, service areas, and points of interest. Use these signs to provide drivers route directions or destination information.

SIGN SELECTION

In most cases, use the same shapes, colors, and sizes as standard highway signs. In all cases they must meet the requirements by federal, provincial or local agencies. The following are some guidelines regarding highway signs:

- ◆ Most permanent warning signs are diamond-shaped with black legends on a yellow background. Diamond shaped temporary seaming signs have an orange background.
- ◆ Rectangles, octagons, inverted triangles and squares are standard regulatory sign shapes.
- ◆ Motorists don't have time to read long or unusual messages.
- ◆ Increase or decrease sign size in six-inch (150-mm) increments.
- ◆ Signs always should be professionally made and printed.

CONES

Cones are lightweight and easy to store, place, and remove. Some have weighted bases for stability. They are blaze orange in color and may have flashing or reflective devices attached to them.

TUBULAR MARKERS

Line cones, tubular markers are lightweight, easy to install and minimally restrict traffic flow.

VERTICAL PANELS

Use vertical panels to separate traffic or to barricade road shoulders where space is limited. Panels are orange and white striped and is marked with reflectors.

BARRIERS

Use barriers to prevent traffic from entering a work area, to separate two-way traffic or for channeling. Use light-colored barriers to channel traffic. At night, supplement channeling barriers with delineators or channeling devices and lights may be installed on continuous barriers.

LIGHTING DEVICES

At night or when driver visibility is poor, use lighting devices to supplement signs barriers, and channeling devices that have reflectors on them.

FLOODLIGHTS

When your utility crew repairs a water leak at night, floodlights probably are used for illumination. They are typically used for around-the-clock construction and maintenance operations. Make sure floodlight glare is not a problem for motorists. Drive through the area several times in a car (not a truck).

FLASHING LIGHTS

Flashing electric lights typically are used for long-term projects because of the time involved installing them. Use flashing electric lights to call attention to and mark hazards.

WARNING LIGHTS

Warning lights, either steady burning or flashing are lightweight and easy to move. They should emit yellow light. Mount low-intensity, flashing warning lights on barricades, drums, and other advance warning signs to continually alert drivers of an upcoming hazard.

HAND-SIGNALING DEVICES

Flaggers use hand-signaling devices to safely move vehicles and pedestrians through or around a work area. They also are responsible for protecting work crews and construction equipment from motorists.

FLAGGERS

Because they are in contact with the public, flaggers should be courteous, professional in attitude and appearance, and highly committed to safety. Conversations with stopped motorists should be limited to answering questions about the traffic delay. Outer clothing such as vests, shirts, and jackets should be orange.

These rules should be abided by in order to increase the effectiveness and safety of the flagger:

- ◆ At night, outer garments need reflectors
- ◆ Flaggers should stand alone either on the road shoulder or in the barricaded lane
- ◆ A flagger should never stand in the lane used by traffic
- ◆ Communication between flaggers enhances safety. Radios or cellular phones are recommended for flaggers who are located at each end of a job site.

SUMMARY AND CHECKLIST BEFORE THE WORK PROJECT BEGINS

- ◆ Co-ordinate with government agencies, secure permits
- ◆ Create communication plan
- ◆ Create traffic-control plan
- ◆ Design traffic-control zones
- ◆ Create maintenance plan
- ◆ Develop emergency procedures
- ◆ All employees involved must be trained for this project
- ◆ Install traffic devices
- ◆ Inspect and drive-through area before motorists are allowed in the area
- ◆ When the project is completed, restore normal traffic patterns in an orderly fashion
- ◆ Remove all traffic-control devices (begin at zone farthest from work site)
- ◆ Monitor traffic during removal of traffic-control devices to reduce hazards

CONFINED SPACE

SECTION 13

DEFINITION

A confined space is a space which is subject to developing an oxygen deficient, flammable or toxic atmosphere and has a limited means of exit, including, but not limited to tanks, process vessels, pipe trenches, sewers, sumps and other similar spaces. A confined space means an enclosed or partially enclosed space that:

1. Is not designed or intended for human occupancy except for the purpose of performing work
2. Has restricted means of access and egress
3. May become hazardous to an employee entering it due to:
 - ◆ its design, construction, location or atmosphere
 - ◆ the materials or substances in it, or
 - ◆ any other conditions relating to it

FLAMMABLE ATMOSPHERE

An atmosphere, which contains more than 10 percent of the lower explosive limit (L.E.L.) of a flammable gas or vapor. “Hot work” means any work where flame is used or a source of ignition may be produced.

IMMEDIATE DANGER TO LIFE AND HEALTH

Atmospheres, which include oxygen deficiency and atmospheres approaching lower explosive limit (“L.E.L.”). The L.E.L. of flammability of gas, vapor or dust or any combination of these at ambient temperatures.

Oxygen deficient atmosphere is an atmosphere where the oxygen content is less than 18% (18 kilopascals partial pressure).

RESPIRATORY PROTECTION

Self Contained Breathing Apparatus

A unit with an air cylinder, which contains at least a nominal 30-minute supply of respiratory air with a full face, piece, operating in the positive pressure mode.

Air Supplied Breathing Apparatus (Work Mask)

A unit with a full-face piece and equipped with an auxiliary self-contained air cylinder for escape capable of operating in the positive pressure mode. This apparatus normally draws its air through an air hose connected to a large pressurized source of restorable air such as one or more large cylinders or an air compressor with suitable filters to ensure air meets the restorable air standard.

Air Purifying Respirators

A unit, which absorbs or filters dusts, fibers, mists, vapors, or gas from the ambient air. Note: do not use aure purifying respirator units in oxygen deficient or other I.D.L.H. atmospheres.

Portable instruments

Usually hand held instruments used to test an atmosphere electronically or chemically for presence of toxic gases and vapors, flammability, oxygen content or particulate contaminant. Some instruments detect more than one contaminant and some operator continuously for several hours and may be placed in or near the working area. Operators must know the capabilities and limitations of these instruments and ensure an instrument is functional before using it to test an atmosphere. Wear respiratory protection when testing an unknown atmosphere.

Restorable (Compressed) Air

Compressed breathing air that meets the purity requirements of CSA standard compressed breathing air.

Toxic Atmosphere

An atmosphere which contains greater than the Occupational Exposure Limited (O.E.L.) of a gas, vapor or particulate according to the values established by Government Regulation, or the M.O.L. , Chemical Hazard Regulation whichever is applicable to the work location.

CONFINED SPACE PROCEDURES SECTION 14

Hazards inherent in confined space entry can be avoided or overcome if the following procedures are applied every time a worker enters a confined space. Remember even a partial entry (i.e. head and shoulders) may be dangerous to life and health if toxic or inert odorless gases such as nitrogen are present.

Where it is likely that a person will, in order to perform work enter a confined space, we, as the employer shall appoint a qualified person to:

1. Carry out an assessment of the physical and chemical hazards to which the person is likely to be exposed in the confined space or the class of confined spaces
2. Specify the tests that are necessary to determine whether the person would be likely to be exposed to any of the hazards identified.

The following procedures are to be followed:

Prepare Written Plan

Prepare a plan for the work to be performed and document it on a safety permit meeting report form. Include considerations contained in this guideline, plus additional information needed to accomplish the task safely.

Write procedures for hazards peculiar to the job (i.e. welding and or open flame equipment and rescue procedures).

Appoint Safety Person

Ensure a safety person is appointed for the job and is aware of the responsibilities. The safety person is positioned at the confined space entrance and is equipped with respiratory protection and applicable emergency equipment. The person must be capable of rescuing if required and must be able to communicate constantly with the worker(s) inside. The safety person does not leave the post unless relieved by a qualified person. The supervisor notifies the safety person of dangerous situations, which arise in the confined space.

Set-Up Sign In/Out System

Set up a blackboard or similar log system adjacent to the vessel or confined space. Persons entering the vessel sign in and out and record the time of entry and exit.

Set-Up Communications

Ensure a communications system is in place between the Safety Person and the worker.

Define Responsibility

Work is performed under the direction of a supervisor who is familiar with possible hazards, fire and accident prevention requirements, first aid, and rescue. During the confined space work, it is the supervisor who is responsible for safety. This includes taking steps to eliminate or control hazards.

Identify Hazards

Hazards commonly encountered in confined spaces include: toxic vapors in excessive concentrations. These result from known materials in work areas, which are inadequately ventilated naturally or mechanically. Other instances may be due to the gradual release of toxic substances from sludge scale or slow chemical reactions, which in time permits significant gas or vapor concentrations to develop.

Lack of oxygen causing asphyxiation may result from chemicals absorbing or replacing oxygen to reduce possible explosions. Air in clean tanks closed for an extended period may become oxygen deficient because of rusting (oxidation) in the metal of the tank.

Flammable gases, vapors and liquids with potential for fire or explosion.

Electric shock from portable lights, tools or associated electrical equipment.

In areas where moisture exists, portable lighting equipment shall be operated at a maximum of 24 volts.

Injury from mechanical equipment such as mixers, conveyors, etc., inadvertently activated.

Bodily injury or harm from chemical hazards and contaminants.

Phrophoric iron (iron sulfide) deposits.

Ignition from static electricity.

Burns from steam or other hot fluids.

Our safety engineer will be responsible for identifying hazards in the confined space.

Identify Safety Equipment

Wear personal protection (i.e. clothing, gloves, boots, face shields and respiratory apparatus) to meet job requirements. Respiratory protection may range from chemical cartridge NIOSH approved respirators to self-contained or air supplied breathing apparatus.

WARNING: Chemical cartridge protects against specified concentrations of contaminants.
NOT TO BE USED IN OXYGEN DEFICIENT ATMOSPHERES.

When combustible gas concentrations or vapors are below 10% of the lower explosive limit (L.E.L.), entry into a confined space is allowed provided the appropriate respiratory and or skin protective devices are used.

Entry without respiratory and or skin protection is allowed only if the atmosphere is tested for contaminant(s) and monitored throughout the job to ensure concentrations remain below the Occupational Exposure Limited (O.E.L.). These values are the maximum average atmospheric concentrations of contaminant(s) workers may be exposed to during an eight-hour day.

When the confined space work calls for workers to wear self-contained or air supplied breathing apparatus and rescue in an emergency may be difficult, provide workers with a body harness with life line attached. If this is unworkable due to space limitations, provide an alternative system. Have this alternate approved by the Safety Engineer before the job starts.

Train and Instruct

Inform workers connected with or performing confined space work (refer to definition), before entry of possible hazards, precautionary measures and emergency rescue methods as per Government Regulations or other applicable guidelines (i.e. O.E.L., Ontario Chemical Hazards Regulation).

Train workers unfamiliar with confined space work in respiratory protective equipment use and other safety and rescue equipment pertaining to the job.

Testing

A competent person shall test for airborne contaminants (combustibles, oxygen, toxic gases, and chemical hazards) in the confined spaces. The atmosphere shall be tested for those contaminants determined by the safety engineer and as often as necessary. All the results of these tests shall be recorded.

Isolating Of Confined Space

The confined space shall be isolated from all sources of hazards and energy, such as flooding from chemical or water, mechanical actions, steams, electrical, etc. All lines will be blanked and purged. Lock power driven internal equipment (such as agitators) and power sources in the off position at the main fuse or breaker panel and tag out. Before entry, operate the machine control switch to ensure the power source is de-energized.

Where purging is necessary to remove hazardous atmospheres in the confined space, use water, sweet gas, steam, and or inert gas. **CONDUCT TESTS BEFORE ENTRY** to determine the level of toxic, explosive atmospheres and oxygen content.

Ventilation

Open confined spaces with clean out doors and ventilate as necessary with a positive method of mechanical ventilation. Arranged to produce sufficient fresh air and remove contaminants from pockets or corners to avoid re-circulating contaminated air.

After the confined space is cleaned and ventilated, keep the mechanical ventilation equipment operating to provide secondary protection in case of accidental introduction of harmful substances and to remove contamination or heat produced by the work (i.e. welding and cutting, painting and coating).

Excessive environmental heat can develop when welding and cutting in confined spaces. Local exhaust ventilation, which is usually effective for fume control, may not control the excessive heat exposures. General exhaust ventilation at the minimum rate of 2,000 cubic feet (56.6 cubic meters) per minute per welder controls the welding fumes as well as the heat developed during welding. Additional air or supplied air-cooling may be necessary to maintain desirable work place temperatures for torch cutting.

Cleaning

Depending on the confined space contents, empty the vessel of residual material by draining, pumping out or floating off. Clean the vessel by one of the following: hot or cold flushing, steaming, chemical neutralization or inert gas and or air purging.

Remove sludge when possible from outside the confined space. Keep iron sulfide damp until removed and disposed of. Enter only after thorough review of these guidelines as well as any site-specific instructions have been complied with.

Complete Job

At the end of a job the Supervisor shall ensure no tools equipment or workers have been left behind. Double-check and ensure that personnel are accounted for before leaving the confined space.

Ensure blinds are removed and valves returned to correct positions. Return Work Permit to the responsible Supervisor for finalization before the unit is returned to service.

Rescue Planning

The following operating procedure ensures an effective rescue plan is included as part of the job plan prior to commencing work within a confined space.

Preparation or Pre-Job Meeting. Supervisor and engineering staff conduct a prejob meeting to determine the confined space preparation, type of work to be performed, i.e. inspection, sandblast, cut and weld, personnel required (safety persons inspection people, specialists, etc.) Establish an emergency gathering area.

Documentation of the Rescue Planning

The written rescue plan shall consider entry style (i.e. off ladder scaffold from ground level) and safety equipment required (i.e. basket stretcher, lifelines, air equipment) and emergency alarm or signals. In addition rescue procedures to remove workers from the confined space must be examined.

Written Instructions

All workers are to receive written instruction to be followed for the specific confined space. Furthermore a checklist of all the hazards and precautions developed for that site will be completed and signed by the foreman before anyone enters the confined space. Detail the control of workers entering and leaving confined space.

Hot Work

Unless a qualified person has determined that the work can be performed safely, hot work shall not be performed in a confined space that contains an explosive or flammable hazardous substance. In a concentration in excess of 10 percent of its lower explosive limit or oxygen in a concentration in excess of 23 per cent.

Where hot work is to be performed in a confined space that contains hazardous concentrations of flammable or explosive materials, a qualified person to ensure the safety of all workers shall produce specific guidelines.

HOISTING & RIGGING EQUIPMENT

SECTION 15

All cranes, rigging, spreader beams, cables, fittings, bolts etc., must be used as designed and are not to be used in a manner that will cause them to fail.

All spreader beams, connectors, lugs or lifting devices that are manufactured in house must have the approval of a professional engineer and must be inspected by a competent person before use and then on a weekly basis. A permanent record of all repairs or modifications and annual inspections must be kept.

The engineering drawings and any specific use instructions (operator's manual) must be kept on site with the spreader beams or lifting devices that are manufactured in house. The operator of any crane, tugger, side arm or lifting device shall be made aware of the design limits and the proper use of the spreader beams or lifting devices that are manufactured in house.

Only those who are trained and qualified shall connect, operator, direct any hoisting or lifting equipment.

ROPES, SLINGS AND CHAINS

With respect to the use and maintenance of any rope or sling or any attachment or fitting thereon used by an employee, all employees shall follow the accepted practices outlined in the "Rigging Manual" published by the Construction Safety Association for their Province of work. Alternatively follow the practices set out in CSA Standard B75-1947, Code of Practice for the Use and Care of Chair, dated May 1947.

Take wire rope out of service when one of the following conditions exist:

- ◆ In running ropes, six random distributed broken wires in one lay or three broken wires in one strand or one lay
- ◆ Wear of one-third the original diameter or outside individual wires
- ◆ Kinking, crushing, hoist caging, heat damage or any other damage resulting in distortion of the rope structure
- ◆ In standing ropes. more than two broken wires in one lay in sections beyond end connections, or more than one broken wire at an end connection

SAFE WORKING LOADS

No materials handling equipment shall be used or operated with a load that is in excess of its safe working load. The safe working load of materials handling equipment shall be clearly marked on the equipment or on a label securely attached to a permanent part of the equipment in a position where the mark or label can be easily read by the operator of the equipment.

RIGGING EQUIPMENT

- 1) Never exceed the safe working loads of slings and rigging hardware. Determine load weight before rigging it.
- 2) Discard or destroy defective hardware and tackle
- 3) Keep wire rope away from cutting and welding operations
- 4) Rig loads to prevent them from loosening or coming apart
- 5) Use taglines to guide heavy or awkward loads
- 6) Stand clear when loads are being lifted or lowered and when slings are being pulled out from under
- 7) Avoid hoisting in high wind or with poor visibility
- 8) Keep rigging, loads and hoisting equipment away from overhead powerlines
- 9) All crane hooks shall have properly maintained and functional safety catches.

CRANES, FORKLIFTS, ELEVATED WORK PLATFORMS **SECTION 16**

All workers have the responsibility to use cranes, forklifts and elevated work platforms (zoom booms, up-ups, skyjacks, scissors lift, genie lift etc) as designed and within the compliance of the Occupational Health and Safety Act and its Regulations. No person shall use, operate, set-up, move, make adjustments to any cranes, forklifts or elevating work platform unless they have received oral and written instructions by the employer.

It is every workers responsibility to notify their foreman or project manager if they do not feel qualified to use any cranes, forklifts, elevated work platforms, regardless of the “trade” training or certification they may have. Each make and model differ slightly, training on one type, make or model of equipment may not be sufficient to make the operator aware of “new” safety features or limitations. When a worker is faced with a new process or equipment or it has been a long time since that person has operated this type of equipment, the worker shall request refresher training or familiarization training.

All forklifts, broderson carrydeck cranes, (or similar lifting devices) require the worker to be trained on its safe use, operation, and limitations, before they are used. The foremen shall ensure that this training has been conducted for his employees.

INSPECTIONS

We as your employer have the added responsibility of ensuring that all elevated work platforms are maintained in a safe condition as specified by the manufacturer.

Accidents involving work platforms usually result in critical or fatal injuries, thus we require that before the first time a worker uses any elevated work platform that day, he shall visually inspect it for damage or missing safety devices as taught. The Project Manager or site foreman shall notify the tool crib manager immediately if defects are found.

OPERATOR TRAINING

Every operator of Cranes (under eight ton capacity), forklifts and elevated work platforms shall be instructed and trained by the employer in the procedures to be followed for the:

- ◆ Inspection of the materials handling equipment
- ◆ Fuelling of the materials handling equipment, where applicable
- ◆ Safe and proper use of the equipment

Every employer shall keep a record of any instruction or training given to an operator of materials handling equipment for as long as the operator remains in his employ. The Tool Crib Manager is responsible for ensuring that the maintenance is performed and the appropriate records are kept. Our tool crib manager is responsible for the training, as such, can be contacted by the site foremen to arrange the necessary training sessions.

FALL ARREST PROTECTION

Section 17

We as your employer are required to ensure all workers are protected against falling while using a scaffold, ladder, ramp, elevated work platform or when working near the edge of a floor, roof or excavation. An elevated work platform has many trade names: Zoom Boom, Scissor Lift, Genie Lift, etc., some can be mounted on service trucks or be self-propelled.

To simplify compliance with the applicable regulations all workers who are at risk of falling:

- ◆ More than a vertical distance of ten feet (3 meters)
- ◆ Into open machinery
- ◆ Into water or another liquid
- ◆ Into or onto a hazardous substance or object
- ◆ When using any elevated work platform regardless of height

Must be protected. Typically guardrails are installed to provide the protection, however, this is not always the case, and an alternate means must be used. Furthermore workers using or moving (riding on) any elevated work platform must wear a full body harness that is securely attached to the machine with a shock absorbing lanyard, regardless if the platform has guardrails, a bucket, a basket or not.

The foreman/supervisor is responsible for obtaining the fall arrest from our Tool Crib Manager and instructing the worker of the proper use and care of the full body harness and lanyard. Furthermore it is the responsibility of that foreman to ensure the full body harnesses are being worn and used as required. The tool crib is directed to recover all safety belts and only issue the full body harnesses that comply with CSAA Z259.10 standard.

All lanyards must be CSA approved, shock absorbing, equipped with manufactured ends that are double locking. The lanyard must be secured to a fixed structure that is designed for such attachment and be able to withstand a pullout force of 5,000 pounds (2,450 kgs). Never put a shot into concrete using an eyebolt as an attachment point! The attachment point must be suitable for the fall arrest. Position the lanyard such that in the event of a fall, the worker will be arrested five feet (1.5 meters) below the point he was standing.

When working beside unprotected openings and edges, workers must wear a CSA approved full body safety harness with the shock absorbing lanyard that is secured to a fixed support which has the capacity of a safe working load of 5,000 pounds (2,450 kg) whenever the worker is more than ten feet (3 meters) above the next level or above operating machinery, hazardous substances or objects, regardless of the possible fall height. When working near the edge/opening of a floor, roof, or excavation site, fall arrest (or called work positioning in these cases) must be worn when working within six feet (1.8 meters) of the edge/opening.

When working on a ladder and any of the above-noted conditions apply, fall arrest must be used.

All workers must have 100% fall protection. Fall protection systems consist of the full body harness, lanyard, and an attachment point. Some fall arrest systems are designed to allow the worker to travel along an "I" beam, floor, and catwalk or climb a ladder or scaffold. Because of the vast differences in any fall arrest system, before any worker uses any fall arrest system, the foremen must ensure that the worker has received training and instruction of the use of that system. All fall arrest systems must be designed for the intended use and comply with the provincial, general contractors' or owners' requirements. The requirements for either vertical or horizontal fall arrest systems for the foremen in consultation with Jeff Buhagiar shall determine the project.

ELEVATED WORK – METHODS SECTION 18

Elevated or overhead work may be carried out in several fashions on:

- ◆ Ladders
- ◆ Portable stairs
- ◆ Scaffolds; wheeled and suspended
- ◆ Powered lifts (e.g. Up-pups, zoom booms, sky jacks etc.)
- ◆ Roofs, flat and sloping, top of tanks, fixtures or equipment

DETERMINATION OF THE BEST TRADE PRACTICES FOR THE PERFORMANCE OF ELEVATED WORK SECTION 19

Notwithstanding any elevating work platform or ladder shall be used in accordance with the CSA (or other standard) standard it was certified for and as instructed by the manufacturer.

Consideration must always be given to the stability and fall protection requirements when choosing a suitable elevated work platform.

SCAFFOLDS USE

Scaffolds should be used:

- ◆ When working above a five foot (1.5 meters) level below the workers foot.
- ◆ When working on a continuous basis (the better part of the shift) at one location.
- ◆ Assembling complex or bulky equipment at an elevated height (i.e. The equipment cannot be most assembled on the ground and lifted into place).
- ◆ Requiring more than one worker in close proximity to each other installing the equipment.

SPECIAL PURPOSE “UNCONVENTIAL” LADDERS

1. Trestle ladders, platform ladders, extension trestle ladders or other special purpose “unconventional” ladders used shall be examined on a case by case basis to assess if these ladders are a more practical means of performing the required task.
2. Notwithstanding any ladder shall be used in accordance with the CSA Standard (or other standard) it was certified for and as instructed by the manufacturer.

SAFE WORK PRACTICES FOR STEP-LADDERS **SECTION 20**

- I. All stepladders must be built to or better than CSA Grade 1 and be constructed from materials suitable for the intended use.
- II. The total combined weight of tools and personal shall not exceed the design requirements for a CSA Grade 1 ladder of 250 pounds (114 kilograms), or if the ladder is a CSA grade 1A then 300 pounds (136 kilograms)
- III. Each stepladder must be inspected prior to use for defects.
- IV. Only those repairs approved by the manufacturer of the stepladder shall be made. Defective ladders shall be repaired in accordance with the manufacturer design and by those who are qualified and authorized by the employer and manufacture to do so.
- V. No modifications to the stepladders shall be made from the original design. This includes painting of the ladders, but does not include the installations of identification markings made by the Tool and Equipment Managers in accordance with the manufacturer's instructions.
- VI. When in use, spreaders must be fully opened and locked in place. When possible, only ladders with four points or center pull spreaders should be used.
- VII. The maximum length must not exceed 20 feet (6 meters) in length.
- VIII. Fall arrest is required when working above 10 feet (3 meters) in height

- IX. The ground shall be level and firm enough to prevent any leg from sinking. The use of “Mudsills” made of suitable materials is encouraged.
- X. No rubble, planks or other non-engineered materials or structures shall be placed under any of the legs to increase the reach of that stepladder. At all times, the stepladder must have a firm footing to be setup on.
- XI. Only one person shall use the ladder at any time.
- XII. Do not use a stepladder to support any equipment or materials.
- XIII. Stepladders are not to be used as a support for planks or scaffold platforms.
- XIV. Do not straddle the top of the stepladder.
- XV. Do not use the top of the stepladder as a rung.
- XVI. Do not climb above the third rung from the top.
- XVII. Never lean the center of the body (at waist height) beyond a side rail.
- XVIII. Ways work facing towards the steps of the ladder in such a way that the body can be supported against the steps and siderails (if necessary)
- XIX. Worker training shall be conducted on the safe practices for stepladders in their project orientation or via the current “Job Box” safety talk forum.
- XX. No excessive pushing or pulling of tools or equipment while standing on the rungs of a ladder. Keep in mind our policy limits this force to 20 pound (9 kilograms).
- XXI. When using a step-ladder near an opening of a floor, edge of a building or around hazardous material or equipment, and where there is risk of falling through that opening, the worker shall be protected with a fall arrest system (regardless of how far off the floor). Consideration shall be made to securing the ladder to prevent it from falling through the opening..
- XXII. Three-point contact shall be maintained while ascending or descending (one hand and two feet, or two hands and one foot) a stepladder.

DURATION AND SCOPE OF USE

The following is applicable to the common “Step Ladders” not to Trestle Ladders, Platform Ladders, Extension Trestle Ladders, and Special Purpose “Unconventional” Ladders. These other forms of “Ladders” which may be used shall be examined on a case by case basis to assess any potential hazards to a worker when used. Notwithstanding any ladder shall be used in accordance with the CSA Standard (or other Standard) it was certified for and as intended by the manufacturer.

1. Stepladders can be used for short duration work. Short duration work can be defined as those operations taking 10 to 20 minutes for each singular operation.
2. Stepladders may be used when repetitive ascending or descending is required.
3. Step-ladders are intended to be used for working with tools and equipment that would require the worker to support or apply thrust of no more than 20 pounds (9 kilograms) in any direction, but is suggested to be used for the following types of work:
 - Installing fasteners into concrete or steel ceilings
 - Securing and joining of ductwork, piping, conduit and wiring
 - Securing and connecting of grills, flex, diffusers, lights, sprinkler heads, speakers, controls and dampers
 - Installing minor electrical equipment and controls
 - Taking measurements and inspections
 - Setting chain fall or hoisting equipment in place
 - And such other work as may be determined to be without hazard to the worker

The 20 pounds (9 kilograms) of force also must take into account and include the weight of the tools being used or materials being supported by the worker on the ladder. The thrust limits must be observed in all directions, but is critical in the horizontal (or sideways) directions and when applied vertically off center of the ladders geometric center. These forces, if not respected, can result in the ladder becoming unstable and overturning. The width of the ladder (least lateral dimension) is prone to tipping when a side force is applied. However when a worker and any tools are on a ladder, the geometric center and the center of gravity are not necessarily in the same location, hence a smaller side force could cause the ladder to overturn.

Whenever practical, step-ladders should not exceed 12 feet (3.7 meters) in length when measured along the length of the siderails. When ceiling or equipment elevations exceed the limits of an eight-foot (2.5 meters) stepladder, consideration shall be made to alternate methods before selecting a higher ladder. In all cases involving a stepladder, consideration must be made on the possible methods of stabilizing that particular ladder when performing the task at hand.

PORTABLE EXTENSION LADDERS

SECTION 21

Extension ladders are basically straight ladders, except they collapse for easy handling and storage. This collapsing also gives the advantage of adjusting the height above the landing surface to meet the “three point contact” and three feet (.90 meters) above. The following principles shall be adhered to when using extension ladders:

- Ropes, pulleys and other moving parts must be kept in good repair and lubricated as required
- The moving sections must be locked before mounting

- The overlap between sections must be at least three or four rungs, in order to transmit all forces from one section safely to the other
- Because of the difficulty in setting up the ladder, weight and length of at least two workers are required
- Shall not exceed 48 feet (15 meters) for a two section ladder, or 66 feet (20 meters) if more than two sections

SCAFFOLDS SECTION 22

Scaffolds should always be erected under the supervision of a person experienced in their construction and use. Although scaffold systems vary between manufacturers certain fundamental requirements are common to all scaffold systems. Frame scaffolds over 50 feet (15 meters) in height must be designed by a professional engineer and supervisors must ensure that they are constructed in accordance with the design.

FOUNDATIONS AND SUPPORT SURFACES

Scaffolds must be erected on surfaces, which can adequately support all loads applied by the scaffold. Floors are usually adequate to support scaffold loads of workers, tools, and light materials. As loads become greater, the floors, (especially the older wooden types) should be examined to ensure that they would support the anticipated loads. In some cases, shoring below the floor and directly under the scaffold legs may be necessary.

To support scaffolds, backfilled soils must be well compacted and leveled. Mud and soft soil should be replaced with compacted gravel or crushed stone. Embankments that appear unstable or susceptible to erosion by rain must be contained; otherwise, the scaffold must be set far enough back to avoid settlement or failure of the embankment. Where mudsills must be placed on sloping ground, leveling the area should be done wherever possible by excavating rather than backfilling.

Scaffolds erected on any type of soil should be on a mudsill. The mudsill should be a minimum of two inch by ten inch planks (51 millimeters x 254 millimeters) full size and should be continuous under at least two consecutive supports. Scaffold feet should rest centrally on the mudsill and the sill should, where possible, project at least two feet (6 meter) beyond the scaffold foot.

SCAFFOLD USE

- 1) Planks must be cleated when used on scaffolds.
- 2) Two-inch (51 millimeters) thick full cut planks of sound rack free lumber or fabricated steel planks must be used for scaffolding.
- 3) Planks must be free of ice or slippery material. Clean mud, grease and snow from boots and ladders before climbing scaffolding
- 4) Scaffolding must be used on solid footing
- 5) Scaffolding wheels must be locked

- 6) When using scaffolding higher than three sections or the height to width ratio exceeds 3:1, outriggers or equivalent are required to prevent tipping.
- 7) Only authorized persons are to be on the scaffold and or ladders. Keep all other persons off.
- 8) Compensate for unevenness of floor or ground by blocking and adjusting screws.
- 9) Guardrails and toeboards are required on all elevated work platforms.
- 10) All workers are required to wear a safety belt and lanyard and the lanyard is to be secured in such a manner as to arrest the fall of a worker.
- 11) Parts, materials, and tools must not be left loose overhead at any time.
- 12) Compatibility of components.
- 13) Ensure there are enough components for the job.

All parts, fittings, and accessories required for a scaffold assembly should be installed in accordance with manufacturer instructions. Base plates should always be used. Frame scaffold coupling devices should always be used and installed properly on every leg of the scaffold at every joint as assembly proceeds. Wheels or castors, when used should be securely attached to the scaffold and equipped with brakes.

INSPECTION

Before use, scaffold should be inspected for damage to:

- Frames, braces and other structural components
- Hooks on manufactured platforms
- Splits, knots and dry rot in planks
- Lamination in laminated veneer lumber planks

Check structural components, bent, damaged, or severely rusted scaffold should not be used. Similarly, platforms with damaged hooks should not be used until properly repaired. Planks showing damage should be discarded and removed from the site so that they cannot be used for platform material.

Before erecting a scaffold, check the location for:

- Ground conditions
- Overhead wire obstruction
- Variations in surface elevation
- Tie-in locations and methods

Care must be taken when installing a scaffold near power lines. For voltages of 750 to 150,000 volts, the scaffold must be 10 feet (3.0 meters) away. Shielding may be necessary in some cases if contact to the power lines is possible. See Section 7 for more details.

ROLLING SCAFFOLDS

SECTION 23

Rolling scaffolds have the same falling and collapsing hazards as fixed scaffolds in addition they have the problem of unexpected movement (brake failure). Ensure that the:

- Height does not exceed three times the least lateral dimension. Outriggers may be used to enhance stability. Ensure all outriggers are fully extended and locked before mounting.
- Brakes on each wheel are in good condition and brakes are applied when working on platform

Furthermore scaffolds exceeding 10 feet (3 meters) shall not be moved with someone on top, unless they are equipped with a fall arrest or guardrails.

OUTRIGGERS FOR GENIE PERSONNEL LIFTS

(OR OTHER BRANDS OF PERSONNEL LIFTS)

SECTION 24

The Genie Lifts, Personnel Lifts, (or other similar personnel lifts under another brand name) are designed to be narrow in length and width for the ease of transportation only. They become very unstable if the outriggers are not correctly installed when the basket is raised. Furthermore the outriggers must only be set-up on a hard stable surface and the base must be leveled before the basket is raised. If the outriggers are not used correctly and or the base is not level, the Personal Lift may tip over when in the raised position.

In specific cases space may not permit the use of one or more outriggers. If this problem arises, the worker must not use the Personnel Lift and must contact his foreman. The foreman will contact our Safety Engineer for advice and written instructions dealing with that specific case.

CONSUMER/HOUSEHOLD 110 VOLT A/C ELECTRICAL DEVICES

SECTION 25

Consumer/household electrical devices such as portable radios and T. V.'s that are not owned and supplied by the company are not to be used in construction area without prior approval due to the potential electrical shock. Portable radios produce noise that can mask warning calls from other workers or cause a distraction to others; thus they are not permitted in the construction areas.

WALKMAN/PERSONAL RADIOS, TAPE OR CD PLAYERS

SECTION 26

Walkman/personal radios, tape or CD players may appear to cause no form of a safety hazard on a project. However, the sound levels these devices produce can exceed 90 dba's, given the levels of background noise the sound levels (volume) may be increased to dangerously high levels resulting in hearing loss. Furthermore, the earphones do not provide any form of hearing protection from background noise, thus only adding to the risk of noise induced hearing loss.

Perhaps the most significant hazard is the masking of warning sounds from fellow workers. Thus these types of personal devices are not permitted in the construction area.

EYE PROTECTION

SECTION 27

Eye protection that is suitable for the hazard(s) shall be worn at all times when there is a danger from chipping, drilling, grinding, cutting, welding, flying particles of dust, acid or toxic fluids, working overhead and in any other situation where there is risk of an eye injury. Workers engaged in welding with at least a number 10-shade lens should wear welding helmets.

Wear appropriate protective eye and face protection when exposed to flying chips, sparks, metal filings, or when machinery or operations have the risk of potential eye or facial injuries from physical, chemical or radiation agents. Workers should keep in mind that depending on the hazard; a combination of face and eye protection may be necessary. When using a combination of eye/face protection, the lens next to the eye must be CSA approved.

Eye injuries rank as one of the main causes for WSIB claims. The eye hazards at some projects are such that we must take particular care in choosing the correct standard eye protection. All eye protection must meet the CSA Z94.3 standard. Besides frontal impact, the eyes are at risk from materials entering from the sides. When purchasing prescription eye protection, request either of the following models as they offer the best all round eye protection:

- Eagle eyeguards
- Eurolite 7900

HAND PROTECTION

SECTION 28

Wear proper gloves when handling rough, sharp, hot or toxic materials likely to cause hand injury. Gloves are made from different types of materials to provide protection in different situations. Choose the right kind and discard when they become worn or damaged. When

working with liquids, it is important to know that the liquid will not damage the glove used. Consult the MDS for the correct glove material to be used.

HEAD PROTECTION SECTION 29

The Occupational Health and Safety Act requires that “every worker shall wear protective headwear at all times when on a project”. All construction projects and some industrial establishments require the use of approved hard hats. We expect all workers to wear hardhats that are either CSA or ANSI approved and a specific color may be required. On some projects we may require that only a specific CSA approval hardhat be worn and of a specific colour. Chin straps; winter liners, brow pads, and other attachments are also available to improve the comfort and protection to the user.

The protective headwear shall comply with the following:

1. Hardhats may be used up to five years after being manufactured
2. Hardhats must be replaced after being subjected to impact
3. Hardhats should be replaced if deep cuts or scratches are present
4. Hardhats should not be painted because paint can weaken the plastic
5. Never remove the styrofoam liner as this will reduce the side impact protection
6. Use chin straps when high winds are encountered

Stickers on hardhats do not weaken the plastic, however some marking pens might.

Hardhats are generally made from polyethylene plastic. Some have styrofoam liners that have components that will weaken when exposed to heat. When performing cutting, burning operations or when working in a steel mill or areas of high heat, choose a hardhat made from fiberglass or other heat resistant materials. Hardhats must be made from suitable materials for the work being undertaken and the environment they are being worn in.

CLOTHING SECTION 30

Wear the proper clothing on the job. Wear full-length trousers (no shorts) without cuffs and with a shirt, keeping shirttails tucked in. On a construction site, shorts, tank tops, muscle shirts or cut-offs do not prove suitable protection for the body against scrapes, abrasions, and sunburns. Therefore shirts must have at least three inch (75 millimeters) sleeves and full length trousers must be worn at all times while on the site. Long sleeve, button down shirts and gloves must be worn when doing the following work: grinding, welding, handling flammable liquids or acids, and burning where flames, sparks or hot metals are present. For added protection when welding and burning, wear leather aprons, spats, arm guards and chaps.

When working with chemicals or in a hazardous environment, consult the MSDS for the correct type and material of clothing. In some cases, chemical resistant coveralls, the general contractor, owner, or we, your employer, may prescribe totally encapsulated suites or fire retardant clothing. If this is the case, you will receive instructions on the correct fit, use, and storage of the protective clothing.

Avoid wearing clothing made from polyester fibers or similar synthetic fibers if you are working near molten metal or open flames –i.e. welding operations. Synthetic materials melt and adhere to the skin, which can cause serious burns. Cotton and wool are a better choice for pants and shirts.

DO NOT:

- Wear rings or jewelry on the job – enjoy them away from work. Gold and silver rings are great electrical conductors and have been known to become part of the arc welding process, a path for electricity to travel. This results in one very hot ring usually causing a bad burn and the destruction of a prize possession. In other cases, jewelry has been caught in the workings of machinery causing the finger to be pulled off.
- Wear torn, ragged or loose fitting clothing or neckties while operating drills, pipe machines or other types of equipment with exposed moving parts.
- Store flammable or hazardous materials in shirt or pants pockets, specifically, butane lighter, spray paint, cleaning solvents, etc. There have cases where the sparks from welding or grinding operations have ignited these products.
- Keep sharp tools in any pocket. If a fall occurs, workers have been known to be stabbed by screwdrivers and knives. When possible always wear a toolbelt.

RESPIRATORY PROTECTION SECTION 31

Where it is impractical to eliminate harmful dust, fumes, vapors, or gases, every employee in the zone of contamination shall be protected in a manner, which will ensure a supply of clean air. Otherwise, approved respiratory equipment shall be used. Only NIOSH (National Institute of Occupational Safety and Health) approved respirators and filters shall be used.

Wear the proper respiratory device when exposed to harmful gas vapors and dust. Because of the vast number of respiratory types, sizes and configurations make sure you have been thoroughly trained in the proper use of the respirator for the hazards you are working with. Never assume one type of respirator will work with any other hazardous material. Always confirm you are using the right respirator for the work.

Make sure the respirator fits tightly against the skin so there is no leakage into the facepiece. For proper fit, the face must be cleanly shaven.

HEARING PROTECTION SECTION 32

Hearing protection will be provided and shall be worn by workers in areas where the noise levels exceed 85 dba's (decibels, measured on the "A" weighted scale). Hearing protection must be worn in any area where air hammers; impact tools and rotary drills are in operation. It is further strongly recommended that hearing protection always be worn when continuous exposure to excessive noise levels are experienced. Your foreman/supervisor will have a supply of most types of hearing protection suitable for your project.

Because hearing protection is in contact with a very sensitive and vulnerable part of the body, good hygiene must be stressed. Wash your hands ensuring there is no trace of a chemical or bacteria that can contaminate the earplug while being inserted into the ear. Hearing protection is available in these three general types and must be CSA approved (Cotton is not acceptable):

- Earmuffs when properly fitted and worn generally provide more protection than earplugs
- Disposable earplugs made of pliable material one size fits all
- Permanent plugs must be fitted to provide a good seal but can be washed and reused

SAFETY BOOTS SECTION 33

On all construction projects only CSA Grade 1 approved high cut (six to eight inches) green patch safety boots that are fully laced will be allowed. The safety boots must be kept in good order. The soles must have treads remaining, the metal from the steel toe must not be showing, and the laces must be long enough to lace and tie all the eyelets of the boot. In some locations the additional use of metatarsal protection may be required.

ACCESS TO WORK AREAS SECTION 34

Ladders, scaffolds, swing stages, ramps, and runways are to be constructed, erected and secured in accordance with the provincial regulations. When work areas are above or below ground, access to and egress from the work area shall be provided and maintained in a safe condition. Proper and sufficient warning signs, tags or lockout devices shall be installed wherever hazards exist, such as moving machinery, open excavations, temporarily removed manhole or access covers and electrical hazards.

On most construction projects and some industrial establishments, there is usually a designated construction entrance. Other locations and areas may seem to be suitable to be used for entrance or exit. However given the dynamic nature of a construction project,

unknown hazards may exist such as tripping, slipping or falling in those areas not designated as construction entrance. Use only the entrances(s) designated.

Where the access to a project is strictly controlled via a security pass, sign in system or badge, keep in mind that the system is in place to protect your safety as well as the security of the owner. Never take shortcuts when operating on a secure project; follow the security system that is in place.

GUARDRAILS **SECTION 35**

Guardrails consisting of a top rail, mid-rail and toeboard must be provided around work platforms on all scaffolds, floor openings, ramps and open areas where a worker can fall from one level to another. A guardrail shall consist of a top rail, intermediate rail and toeboard and shall be capable of resisting any load that may be applied to it. Construct and use guardrails as required by the provincial Occupational Health and Safety Act.

When guardrails or opening covers are temporarily removed, workers in the area must be protected by a safety harness and shock absorbing lanyard secured to the supporting structure. Barricades, guardrails, and covers must be replaced in a proper manner immediately after work is completed.

All barricade guardrails and covers must be of adequate strength and properly secured to withstand all potential loads likely to be applied to them. Ensure that proper signs are posted warning employees of the hazards. Use barricade tape as described in the next section.

BARRICADES, BARRICADE WARNING TAPE **SECTION 36**

“Due Diligence” and “Common Care” issue in terms of negligence must be addressed when installing barricades. We are required to ensure:

1. Signs shall be posted in prominent locations and in sufficient numbers to warn workers of a hazard
2. A sign shall contain the word “DANGER” written in legible letters that are at least six inches (150 millimeters) in height and shall state that entry by any unauthorized person to the area where the hazard exists is forbidden which shall include, but are not limited to the following:
 - Under a boatswain’s chair, a suspended scaffold or a suspended platform
 - At the outlet from a chute
 - At a means of access to a place where there may be a noxious gas, vapor dust or fume, or hazardous substance or a lack of oxygen

- Where there is a potential hazard from an energized overhead electrical conductor at more than 750 volts.

3. No person shall enter an area in which a sign is posted other than a worker authorized to work in the area.

Barricades are intended to prevent the normal passage of personnel or vehicles through a “DANGER” area. The word “Barrier or Barricade” has been loosely used in construction and has various meanings to different people. We must ensure our “Barricade” is suitable to protect against unauthorized accidental passage into the “DANGER” area. Rigid barricades or ropes are commonly used as temporary protection. Intelligent use of signs will increase the effectiveness of the barricades. Signs should never be used that have wording other than that for the work in progress i.e. Danger Hoisting in Progress used for an excavation warning sign. There are vast assortments of various wording on “Barrier tape”; some of the wording does not really reflect the purpose or meaning of the tape. Furthermore, we tend to overuse this “barricade tape” and then it becomes meaningless.

Barricade tape comes in all sorts of colours, yellow with black printing, white with green printing, white with red printing and any other possible combination of colours one can imagine. Some customers have standardized colours and pictograms for warning signs and ““arcade tape”” and others have not. It is always best to use the international recognized colors and pictograms that outline the hazards, note the following:

• Red	DANGER STOP
• Yellow	CAUTION
• Green	NO HAZARD

The text used on barricade tape range from “CAUTION DO NOT ENTER”, to “CAUTION WET FLOORS”.

When using barricade tape ensure that you include and consider:

- Identification - Who put up the tape? (We stock “barricade tape” with our company logo to help in identifying us as the user).
- Removal - When is it to be removed and by whom?
- Area - What area is necessary to be protected and by what means?

ALWAYS:

- Install and build the barricade or guardrail, as the hazard(s) require. The regulations clearly spell out what the minimum protection hazards require. Check what the general contractor or owner requires and how they are to be used. The use of “barricade tape” to protect an unsupervised opening in a floor or demolition site does not meet the intent of the OHSA for common care or “due diligence”.

- Use sufficient signage that clearly indicates the hazards and desire, we want to convey. Avoid confusing signs such as: **CAUTION DO NOT ENTER**, the sign is either **DO NOT ENTER OR DANGER, DO NOT ENTER**. The word “**CAUTION**” is not a strong enough word.

To help avoid problems with the use of barricade tape, we have adopted the following procedures:

- Our tool cribs will stock “DANGER-----“ signs that meet the requirements of the Regulations.
- Barricade tape will be supplied with the following words: “DANGER DO NOT ENTER” followed by our company logo.
- When ordering barricade tape ensure the wording is what is required. Consult with our Safety Engineer if necessary.
- Review the training on the use of barricades and signs. We have a video on this topic.
- Remove the temporary barricades and barricade tape as soon as practical.
- Do not loan our custom worded barricade tape to other contractors.

Always check the provincial safety regulations for your area and the rule for your project as they pertain to the installation and construction of barricades, guardrails, or covers.

FLOOR AND WALL OPENING PROTECTION **SECTION 37**

Floor holes and openings must be protected with proper covers, guardrails (top rail, mid rail and toeboard) or barricades to prevent accidental fall – both persons and materials. Floor holes create a tripping hazard no matter how small the opening or how deep the hole. Install guardrails on all exposed sides of any floor or wall opening, except at entrances to stairways. Always provide adequate protection for any opening in a floor.

Floor opening covers shall be capable of supporting the maximum intended load and be installed to prevent accidental displacement. Replace immediately any barricades or other protection temporarily removed for work operations. Guardrails or covers that are installed and built as required by the provincial safety regulations for your area shall protect floor and wall openings.

LIGHTING **SECTION 38**

Stairs and work areas should be adequately lit at all times. Dark areas should not be entered without the assistance of portable lighting or flashlights. If at any time a worker finds the

lighting inadequate in their work area they are about to enter, inform your foreman/supervisor.

HOUSEKEEPING SECTION 39

Keep your project clean. All scraps and waste must be disposed of in properly marked containers or disposal areas. In some cases, we may be required to separate the waste into cardboard, paper, plastics and metals. Failure to do so may not only make for an unsafe project but may cost the company money due to clean-up charges. All materials, goods, and things shall be stored and placed in such a manner that the maximum safe load-carrying capacity of the floor or other supporting structures is not exceeded. No materials, goods or things shall be stored or placed in a manner that may:

- Reduce the distribution of light
- Obstruct or encroach upon passageways, traffic lanes or exists
- Impede the safe operation of materials handling equipment

Stack and pile materials and equipment solidly on a firm foundation. Ensure that the weight of the materials will not exceed the load capacity of the supporting surface. Use chocks or blocks to keep pipes and other round materials from shifting or rolling.

Keep aisles and walkways clear of tools, equipment, cables, and other materials. Ensure that we do not pile materials within six feet (1.8 meters) of an opening in a floor, roof, or the edge of a trench.

Remove any nails, rebar or other protruding objects that may be a tripping hazard to others. Use signs and barricades (including barricade tape) to warn others of any tripping or falling hazards.

REMEMBER:

- Materials and equipment should be stored, moved, piled, and transported in a manner that will not endanger workers.
- Waste material and debris shall not be stored in areas of access and egress.
- Waste material and debris should not be thrown from one level to another, but be carried down, lowered in containers or deposited in a disposal chute.
- Material to be lifted by a crane or other hoisting device shall not be stored under overhead powerlines.

LOCK-OUT SECTION 40

There is only one way to prevent a piece of equipment from starting accidentally and that is to lockout or tag out the sources of energy. In our case, electrical energy. Locking out a

machine is especially important during maintenance and repair because machine guarding is removed and employees can come into contact with operating parts. Before beginning any work on a piece of electrically energized equipment that can be accidentally started and is a hazard to a worker, the worker at risk must be satisfied that the energy source has been turned off and is prevented from accidentally being turned on.

A lockout is simply a lock put on a power source (electrical, mechanical, hydraulic, pneumatic, or other) to prevent a person from unintentionally starting a piece of equipment or a process. A padlock that has only one key is used for electrical lockouts and a multiple locking device is used when more than one person is working with equipment. It is the responsibility of the operator to attach his or her padlock to the machine and attach a label stating the reasons for the lockout.

As the employer, we must ensure for energy sources under 300 volts that do not have provisions for a locking device, provisions are made to identify correct circuit breakers and that a method of telling others that it is turned off while service is being completed. If more than one worker is involved in the work, then a suitable “sign” or “tag” must be posted at that circuit breaker.

For voltages over 300 volts, the main disconnection must be identified, locked and tagged out or suitable ground wires are attached to the electrical supply cables to the equipment. This ground would cause a short if the energy source were accidentally energized, blowing the main fuse. Typically, this procedure is only on main power lines feeding a building.

Only tags given the same or more information and warnings as the sample below shall be used which are obtainable for the site foreman. The tag used on the circuit breaker or disconnect shall not be made of metal and shall be securely attached containing the information noted.

DANGER	WARNING
<p>DO NOT ENERGIZE OR OPERATE</p> <p>While work proceeds On this system, it Has been temporarily Shut down</p>	<p>Tagging and Lockoff Procedures In effect</p>

When installing new machinery or equipment, performing maintenance, servicing or repair operations, all connecting energy sources must be cut off. It is important to remember that an energy source may be mechanical, hydraulic (fluids), electrical, pneumatic (air, gas), gravitational, or stored (spring). It is also important to remember that more than one energy source is often involved and must therefore, be neutralized through a proper lockout system before proceeding with the maintenance or servicing job.

EQUIPMENT LOCK-OUT PROCEDURES

- 1) Understand how the equipment works, if you do not contact your foreman who will have the operation explained by a qualified person (i.e. electrician, manufacturer, operator, etc.).
- 2) Know how to turn off electrical power or break the circuit. Identify and confirm that you have the correct disconnect or circuit breaker (test or have a qualified operator do so in your presence).
- 3) Machines lockout switches and wait for all moving parts to stop. Review all aspects of machine cycle motion.
- 4) Ensure primary protection – not just secondary protection such as limits or microswitches. This means, block all power at the source and along the line if there is a hazard. Before work commences, a “zero energy state” should be in effect. Turn off the main disconnect switch, open the disconnect box to make sure all knives or connectors are disengaged. Remove fuses with approved and suitable fuse pulleys.
- 5) Each worker or foreperson working in or on the machine must be protected by personally placing his/her own safety lock and tag on the disconnect switch. Locks should identify (stickers or tape works well) the user by name and company. Multi-lock adapters are available, such that each worker can attach their lock and tag.
- 6) Locks should be key type with only one key per lock permitted. Complete the identification tag on the lock. Spare keys will be kept locked in the project managers office.
- 7) Only the tags supplied shall be used (see the sample on page 49). Tags alone may only be used on circuits under 300 volts when there is no provision for a lock. For those voltages over 300 volts or when provisions for a locking device is present on a disconnect, attach the tag to the lock (complete the information on the tag). Ensure that it is attached so there will be no confusion as to which breaker it is securely attached to. Fill out all the information on the tag and remove it as soon as you are finished.
- 8) At no time should the machine be left unlocked until all work has been complete
- 9) Identify any related systems that may be involved and ensure their lockout if necessary. Some units have two sources of electrical energy.
- 10) The person in charge must only remove the main locks and this responsibility should not be delegated.
- 11) Push start button to determine the circuit has been deactivated. Verify that all movable parts are at rest. Ensure that no one is in the danger zone(s).

If you have any questions, please contact Jeff Buhagiar at 905-670-3052.

**SPILLS OF HAZARDOUS MATERIALS
(INTO DRAINS, SEWERS, LANDS OR ROADWAYS)
SECTION 41**

The purpose of this policy is to facilitate commencement of the emergency response process and prevent an accident from becoming a catastrophe to the environment, fellow workers or to the public. Most hazardous materials that we may spill will be in a liquid form. Currently most provinces (including Quebec) have “Spill Bins” which require reporting of a spill if:

The material enters:

- A sewer (storm or sanitary)
- The soil and can leak into the ground water
- Streams, creeks, lakes or rivers

Or

- If a spill occurs on a roadway (excluding up to 25 gallons (100 liters) of engine motor oil or fuel as a result of a traffic accident).

Other spills that do not fall into the above-noted category do not require reporting. However, the precautions that must be taken when the spills are being cleaned-up, fall under the provincial occupational Health and Safety Act.

Advice and assistance can be obtained anytime from anywhere in Canada on any hazardous spill by calling CANUTEC at 613-996-6666 collect (24 hours). Canutec is the Canadian Transport Emergency Centre. It is located in Ottawa as part of the Transport Dangerous Goods Directorate, Transport Canada. Canutec provides immediate advice and scientific data to those who respond to emergencies involving dangerous goods such as a fire, spill, leak, or human exposure. Canutec can also through standing agreements contact product specialists to provide further assistance.

PROCEDURES

**MINOR SPILL LOW RISK OF HAZARDOUS MATERIALS FROM ENTERING
SEWERS, WATER COURSE OR GROUND**

- 1) Positively identify material spilt. Protect yourself and others including the public from the possible hazards or by-products of the spill. This may mean evacuation of the local area.
- 2) If possible and there is no risk of injury to yourself, contain the spill to a small area by using absorbent materials, sand, earth, etc. Ensure that all sewer drain openings are covered.

- 3) Clean up the spill if it is safe to do so. Consult the MSDS or CANUTEC or call Jeff Buhagiar at 905-670-3052 for the correct method of clean up, disposal or advice.

SPILL OF HAZARDOUS MATERIALS THAT HAS ENTERED STORM SEWERS, LAKE, CREEK OR RIVER

- 1) Positively identify material spilt. Protect yourself and others including the public from the possible hazards or by-products of the spill. This may mean evacuating the local area.
- 2) If possible and there is no risk of injury to yourself, contain the spill to a small area by using absorbent materials, sand, earth etc. Ensure that all sewer drain openings are covered.
- 3) If the spill takes place on the property of a commercial or industrial customer, notify the Physical Plant Engineering, internal Fire Safety & Environmental or Internal Maintenance office as appropriate for that location.
- 4) Depending on the response to the above, the most suitable action would be to divert, seal-off and isolate the effected sewer while the material is removed. At this stage call Jeff Buhagiar at 905-670-3052 and report the spill, as well as receiving instruction on how to proceed. In some cases, the owner we are working for may have a hazardous spill plan. If so follow their plan, but still contact Jeff Buhagiar.
- 5) Contact the Provincial Ministry of the Environment on their 24 hour spill hotline; Ontario 416-325-3000 for other provinces either consult the telephone book or call CANUTEC and request your number.
- 6) If the spill can enter a fish sanctuary or federally controlled wildlife area call the Federal Environmental Emergency number 416-346-1971 or if the spill will end up in the Great Lakes 416-739-4932.

SPILL OF HAZARDOUS MATERIAL INTO A SANITARY SEWER SYSTEM ONLY

- 1) Positively identify material spilt. Protect yourself and others including the public from the possible hazards or by-products of the spill. This may mean evacuation of the local area.
- 2) If possible and there is no risk of injury to yourself, contain the spill to a small area by using absorbent materials, sand, earth, etc. Ensure that all sewer drain openings are covered.
- 3) If the spill takes place on the property of a commercial or industrial customer, notify the Physical Plant Engineering, internal Fire Safety & Environmental or Internal Maintenance office as appropriate for that location.

- 4) Depending on the response to the above, the most suitable action would be to divert, seal-off and isolate the effected sewer while the material is removed. Keep in mind that there are joint storm and sanitary sewers. In these cases, consideration will be necessary for the control of the storm sewer as well. At this stage call Jeff Buhagiar at 905-670-3052 and report the spill as well as receive instructions on how to proceed. In some cases, the owner for whom we are working for may have a hazardous spill plan. If so, follow their plan, but still contact Jeff Buhagiar.
- 5) Contact the local municipalities (regional) water treatment facility and inform them of the spill. In Brampton the number is 905-458-4888, Mississauga 905-791-9400. For other areas, consult the telephone book under Municipalities Works or Sewers. Directory assistance can also give you the correct phone number.

If a spill occurs on a Provincial and not a private road, contacting the local police will result in the various environmental agencies being called. Furthermore always contact Jeff Buhagiar at 905-670-3052 for instructions and advice.

If possible and there is no risk to yourself or others, contain the spill.

GASOLINE, PROPANE STORAGE & DISPENSING **SECTION 42**

Propane fuel (not attached to a lift truck etc.) must not be stored inside a finished building or plant, but must be stored outside. Furthermore propane cylinders must be secured from tipping, protected from damage and abuse, with the valve upright (unless designed otherwise) with the valve cap installed (where applicable) and the regulator disconnected.

Portable flammable liquid (gasoline, diesel fuel, etc.) containers shall have a flame arrestor and a spring-loaded cap. Furthermore when dispensing a flammable liquid, ground and bond the purging container to the equipment that is being filled. If gasoline or other flammable liquid is required to be stored inside, it will be stored in a "safety can" with a maximum capacity of five gallons (23 liters). Ensure the correct WHMIS labels and information must appear on the containers.

Where materials handling equipment is fuelled in a work place, the fuelling shall be done in accordance with the instructions given by the employer and in a place where the vapors from the fuel are readily dissipated.

Where any flammable liquid (fuel or otherwise) is stored or dispensed, a ULC fire extinguisher with at least a 4A-40BC rating shall be within easy reach.

FLAMMABLE LIQUIDS **SECTION 43**

The MSDS for all hazardous materials must be kept on site. This includes WHMIS class “B”, Flammable and Combustible Materials”. Before using any hazardous material, the workers must be made aware of the hazards as well as the safe use, handling and storage of that material. The foreman is responsible to ensure that the workers have the necessary information to work safely with those flammable and combustible materials.

Where any quantity (over five gallons (23 liters) of open containers of flammable liquid are to be stored, they shall be stored in an approved (FM, CSA, UL, ULC) cabinet or stored outdoors away from any heat, fuel or oxidizer source. Furthermore a 4A-40 BC rated fire extinguisher shall be handy.

All containers shall be identified according with the WHMIS legislation and signs must be posted on the cabinet or area stating DANGER FLAMMABLE, NO OPEN FLAME, and SPARK OR SMOKING.

When flammable liquids are being used in the work area, no more than one days supply shall be stored at that location.

Portable flammable liquid (gasoline, diesel fuel, etc.) containers shall have a flame arrestor and a spring-loaded cap. Furthermore when dispensing a flammable liquid, ground and bond the pouring container to the equipment that is being filled. If gasoline or other flammable liquid, is required to be stored inside, it will be stored in a “safety can” with a maximum capacity of five gallons (23 liters) with the correct WHMIS labels and information must appear on the containers.

Where any flammable liquid (fuel or otherwise) is stored or dispensed, a ULC fire extinguisher with at least a 4A-40BC rating shall be within easy reach.

COMPRESSED GASES – HAZARDS AND WORK PRACTICES **SECTION 44**

1. When transporting compressed gas cylinders:
 - Secure them on a cradle, sling-board, or pallet. Do not use a choker, sling or electric magnet
 - Secure the cylinders in a vertical position with the valve protection caps in place
 - In the case of acetylene, never move or use in any other position than upright. Acetylene can become self-reactive if shaken or subject to shock (electrical or mechanical).
2. Remove regulators and put valve protection caps in place before cylinders are moved, even for short distance, unless cylinders are firmly secured on a special carrier (oxygen-acetylene cart) intended for this purpose. Only use specially designed carriers when lifting compressed gas cylinders.

3. Use a suitable cylinder truck, chain, or other steadyng device to keep cylinders from being knocked over.
4. Open the cylinder valve only when work is being performed. Close the valve when work is finished, and when the cylinders are empty or being moved.
5. Secure gas cylinders in an upright position at all times, except if necessary for short periods of time when cylinders are being hoisted or carried.
6. Keep gas cylinders away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. (When this is impractical, ensure that fire resistant shields are provided.)
7. Do not place cylinders where they can become part of an electrical circuit.
8. Separate stored oxygen cylinders from stored fuel cylinders by a minimum of 20 feet (8 meters). Never store more than one day's supply of gas cylinders inside a building. Store surplus and empty cylinders inside a locked, well-ventilated protected area away from any source of heat, spark, flame, or smoking. Post warning signs around the storage area: DANGER, COMPRESSED GAS, FLAMMABLE, NO SMOKING SPARKS, OR OPEN FLAME.
9. Keep fuel gas cylinders with valve end up whenever they are in use. Do not place them in a location where they would be subject to open flame, hot metal, or other sources of artificial heat.
10. Ensure that all regulators and or torches are equipped with "FLASH BACK" arresters.

GAS WELDING, SOLDERING & CUTTING SECTION 45

- 1) Before a regulator to a cylinder valve is connected, "crack" the valve (open slightly) and close immediately. The person cracking the valve shall stand to one side of the outlet, not in front of it. Do not crack the valve of a fuel gas cylinder where the gas would reach welding work, sparks, flames, or other possible sources of ignition. This process will ensure that any dirt will be cleared from the valve and prevent that dirt from clogging the regulator.
- 2) Fuel gas hose and oxygen hose shall be easily distinguishable from each other. Do not paint or mark hoses.
- 3) When parallel sections of oxygen and fuel hose are taped together not more than four inches of each 12 inches (100 mm of each 300 mm) shall be covered by tape.
- 4) Do not use any hose that is defective or in doubtful condition.

- 5) Keep all hoses, cables, and other equipment clear of passageways, ladders, stairs and hot objects such as lights, pipes and welds.
- 6) Inspect torches each day for leaking shut-off valves, hose couplings and tip connections.
- 7) Do not use any defective torches.
- 8) Light torches by friction lighters only and not by matches, or from hot work.
- 9) Be sure that all oxygen and fuel gas pressure regulators, including their related gauges, are in proper working order,
- 10) Keep oxygen cylinders and fittings away from oil or grease to prevent fire or explosion.
- 11) Ensure that all regulators and or torches are equipped with "Flash Back" arresters.
- 12) Only use a torch as it was designed, do not use torch head as a hammer.

ARC WELDING AND CUTTING SECTION 46

- 1) Use only manual electrode holders specifically designed for arc welding and cutting. Do not place electrodes against a cylinder to strike an arc.
- 2) Be sure that all current carrying parts are fully insulated against the maximum voltage encountered to ground.
- 3) Be sure that all arc welding and cutting cables are capable of handling the maximum current requirements of the work in progress.
- 4) Use only cables with standard insulation connectors of a capacity at least equivalent to that of the cable. Do not use cables that are defective or in need of repair.
- 5) A ground return cable shall have a safe current carrying capacity equal to or exceeding the specified maximum output capacity of the arc welding units that it services.
- 6) The frames of all arc welding machines shall be grounded either through a third wire in the cable containing the circuit conductor or through a separate wire that is grounded at the source of the current.
- 7) All ground connections shall be inspected to be sure that they are mechanically strong and electrically adequate for the required current.

- 8) Make certain that gasoline or propane-fueled portable welding machines and auxiliary generators have a positive ground before using them. In the absence of specific instructions by the manufacturer, ground the welding machine generator frame to the nearest available earth ground such as a ground rod, building main steel frame structure, building electrical ground system or other such source.
- 9) Shield all arc welding and cutting operations with noncombustible or flameproof screens whenever practical to protect employees from directs arc.
- 10) All used “stubs” are to be collected and stored in a metal container. Do not drop the “stubs” on the ground, as they are a potential fire and tripping hazard.

FIRE PREVENTION – WELDING AND CUTTING SECTION 47

- 1) Move objects to be welded, cut or heated to a designated safe location when practical. If the objects cannot be readily moved, all fire hazards in the vicinity must be taken to a safe place or otherwise protected.
- 2) Do not perform welding, cutting, or heating operations where the application of flammable paints or the presence of other flammable compounds, or heavy dust concentrations could create a hazard.
- 3) Keep suitable fire extinguishing equipment available when welding, cutting or heating is performed.
- 4) In enclosed or confined spaces, shut off the gas supply to the torch at a point outside the space. Remove the torch and hose from a confined space overnight. These actions are to eliminate possible fire/explosion hazards resulting from improperly closed or leaking torch valves.

VENTILATION – WELDING AND CUTTING SECTION 48

- 1) Provide a proper vent or opening to a drum, container or hollow structure before heat is applied. This is to assure release of any pressure built up during the application of heat.
- 2) Be sure that proper ventilation is provided whenever welding, cutting or heating is performed in a confined space.
- 3) Make sure adequate local exhaust ventilation is available or air line respirators are provided when welding, heating or cutting:
 - Zinc, lead, cadmium, mercury or beryllium bearing, based or coated materials in enclosed spaces.

- Stainless steel with inert gas equipment
- Where an unusual condition can cause an unsafe accumulation of contaminants

FIRE PROTECTION – GENERAL SECTION 49

Precautions shall be taken at all times to prevent the outbreak of fire in the workplace.

Fire extinguishers must be readily accessible, properly maintained, regularly inspected weekly, monthly, annually, and promptly refilled after use. A record tag shall be attached indicating the date for the annual recharging and a record of the monthly inspections.

In addition to being familiar with the operation and location of all fire fighting equipment, all employees should be aware of the various categories of fire extinguishing equipment found on the job site. Portable extinguishers are classified according to their capacity for handling specific types of fires.

Class “A” Extinguishers For fires in ordinary combustion material such as wood, paper and textiles where a quenching, cooling effect is required.

Class “B” Extinguishers For flammable liquid and gas fires such as oil, gasoline, paint and grease where oxygen exclusion or flame-interruption is essential.

Class “C” Extinguishers For fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is crucial.

FOLLOW THESE FIRE SAFETY RULES:

- 1) Smoke in approved areas only. Obey the “No Smoking” and “No Open Flames” signs.
- 2) Know location of Fire Exits and Fire Alarms.
- 3) Remove trash and debris from your work area at least once each day.
- 4) Dispose of oily, greasy or paint soaked rags and towels in covered metal containers.
- 5) Keep solvents and other flammable and or combustible materials in approved properly labeled containers and stored in proper location – not in stairways or passageways.
- 6) Keep sparks flames and excessive heat away from solvents and other combustible materials. When welding or cutting, do not let hot metal or slag drop on combustible materials.

- 7) Do not use flammable liquids or solvents such as benzene, gasoline, and paint thinner for cleaning purposes, unless methods (approved by your supervisor) are employed for their safe use.
- 8) Keep firefighting equipment and fire exists and passageways clear and ready for immediate use.
- 9) Maintain metallic contact between the two containers when pouring gasoline or other flammable materials (use bonding and grounding cables) from one container to another.
- 10) Shut off engines of vehicles and other equipment before adding fuel.
- 11) Report all fire hazards to your supervisor immediately.
- 12) Know the location of the fire extinguishers nearest your work area. Know how to operate each kind. Know the type of fire on which each kind should be used. Use of improper types of extinguishers can cause fire to spread.

FIRST AID SECTION 50

- 1) Be sure that action is taken to furnish proper treatment immediately for all injuries.
- 2) Report injuries to supervisor immediately.
- 3) The employer at a joist as well as a trained First Aider must furnish a fully equipped First Aid Kit.
- 4) Know the location of the First Aid Kit and the First Aider.
- 5) Report to your supervisor if the First Aid Kit is missing or if any of the materials are out of stock.
- 6) First aid kits are to be inspected on a regular basis, at least once each quarter. The person in charge of the first aid kit shall inspect the contents and record the inspection on our First Aid Kit Inspection Record card.

The telephone numbers of a doctor, hospital and ambulance service must be posted at each jobsite along with the name and location of the First Aider. Know where these telephone numbers are.

SIGNALPERSONS (SIGNALLER) SECTION 51

Around heavy trucks, equipment and cranes, a signalperson (signaler) is required when the operators view is obstructed or when the equipment is driven where the operator or another person may be endangered, as in backing up. The signalperson (signaler) shall communicate with the operator by two-way radio or where visual signals are clearly visible to the operator by means of pre-arranged visual signals. A signalperson (signaler) shall be a competent worker and shall not perform other work while acting as a signalperson (signaler). A signalperson (signaler) shall:

- Be clear of the intended path of travel of the vehicle, machine or equipment, crane or similar hoisting device, shovel, backhoe or similar excavating machine or its load
- Be in full view of the operator of the vehicle, machine or equipment, crane or similar hoisting device, shovel, backhoe or similar excavating machine
- Have a clear view of the intended path of travel of the vehicle, machine or equipment, crane or similar hoisting device, shovel, backhoe or similar excavating machine
- Watch the part of the vehicle, machine or equipment or crane or similar hoisting device, shovel, backhoe or similar excavating machine or its load whose path of travel the operator cannot see.

TRUCKS (INCLUDING DUMP TRUCKS, TRACTORS AND TRAILERS) SECTION 52

No vehicle, machine or equipment, or crane or similar hoisting device, or shovel, backhoe or similar excavating machine shall be operated unless the operator is assisted by a signalperson (signaler) where:

- The operator's view of the intended path of travel of any part of it or its load is obstructed
- It is in a location in which a person may be endangered by any part of it or its load

An operator of a vehicle, machine or equipment, or crane or similar hoisting device, or shovel, backhoe or similar excavating machine who is required to be assisted by a signaler shall operate it as directed by the signaler. Charts and decals of Roadwork, Crane, and Hoist Hand Signals are available from the Construction Safety Association.

When loading or unloading any type truck or trailer with a crane or filling a dump truck with a power shovel, remember:

- Position the truck as close to the crane or shovel loading/unloading area as possible to avoid overreaching by the crane or shovel.
- The truck should be positioned on terrain as leveled as possible

- Keep the truck and crane away from overhead powerlines as noted in Section 7
- Any truck backing up should be directed by a competent signalperson (signaler)
- Truck wheels should be blocked or checked during unloading
- Before mounting a truck, scrape off your boot soles to avoid slips
- Mount the truck platform in full view of the crane operator or signalperson (signaler) so that you do not get struck by the load or the crane hook
- Climb up and down facing the truck, maintaining three point contact at all times (two hands and one foot or two feet and one hand)
- Never sit in the cab while the loading/unloading operation is underway, unless, the truck cab is designed to provide overhead protection from a falling load

TOOLS – HAND AND POWER (ELECTRICAL) SECTION 53

It is our responsibility to supply and maintain shop tools and other power equipment in good condition. It is the worker's responsibility to use such tools properly and to report any defect to the supervisor to ensure repair is initiated and proper tagging of defective tools is carried out. Whenever practical, all tools shall be CSA Approved, however, electrical tools shall be CSA approved.

- 1) Do not attempt to bypass manufacturer installed safety devices. They are put there for a purpose- your safety. Be sure that safety guards are in good working order and in place before operating any power tool.
- 2) Maintain all hand and power tools and similar equipment, whether furnished by the employer or employee, in a safe, top notch working condition.
- 3) Keep tools and accessories clean and sharp for best performance. Follow instructions in the user manual for proper lubrication.
- 4) Do not grease, oil, clean, or adjust machinery or equipment while it is in motion. Never put bait dressings on conveyors or belt drives while they are in motion.
- 5) Use proper tool for every job, for example, never use a wrench as a hammer or a screwdriver for prying.
- 6) Use the proper tool for every job, for example, never use a wrench as a hammer or a screwdriver for prying.
- 7) Use the correct size and type of tool for each job – a wrench with sprung jaws can slip and cause injury.
- 8) Do not use impact tools, such as drift pins, wedges and chisels if they have mushroom heads.

- 9) Worn and damaged tools are dangerous- turn them in for repair or replacement. Do not use tools with cracked, broken or loose handles.
- 10) Do not operate tools beyond their rated limits or try to increase their capacity with bypasses, “cheaters”, or other modifications.
- 11) All electric tools must be grounded.
- 12) Be sure switch button is off before plugging a tool cord into an electrical outlet. Surprise and accidental startups can be dangerous.
- 13) Clamp or otherwise secure small or light materials to free both hands before attempting to ream, drill, tap, or to perform similar operations.
- 14) Keep moving parts of power tools pointed away from your body. Do not hold a finger on the switch button while carrying a plugged in tool.
- 15) Inspect electrical extension cord, weld leads, and other wiring to be certain they are properly insulated. Always use double insulated tools or tools with ground fault plugs. Do not use frayed or damaged cords.
- 16) Keep cords and hoses away from heat, oil, and sharp edges.
- 17) Do not operate electrical tools while standing on damp or wet surfaces. Insulate yourself by wearing rubber boots and gloves. Use a ground fault circuit interrupter in wet locations or when working outdoors.
- 18) When using jackhammers, drills, bars or other hand tools which may contact a power line, one should wear insulated protective gloves in work area where the exact location of underground electrical power lines is unknown.
- 19) Portable tools are to be protected by an approved ground fault system when working in damp, wet areas or outdoors.
- 20) Extension cords used with portable electric tools and appliances shall be of three-wire type.
- 21) Protect extension cords against accidental damage that may be caused by traffic, sharp corners or projections and pinching in doors or elsewhere.
- 22) Do not fasten extension cords with staples, hung from nails or suspended by wire.
- 23) Check electrical cables, extension cords and electrical power tool cords for damage or excessive wear such as broke, cut or frayed insulation, broken or exposed wire, damaged plugs and missing ground terminals. Damaged or otherwise unsafe electrical cables, cords, and plugs must be repaired or replaced.

- 24) Inspect and ensure the continuity of the equipment ground path, cord sets, receptacles (temporary), and equipment connected by cord and plugs.
- 25) Take special precautions when using power tools on a scaffold or other locations with limited movement areas. Get good footing, use both hands, keep cords clear of obstructions, do not overreach.
- 26) Be sure that a power tool is off and motion stopped before setting tool down.
- 27) Before disconnecting air powered tools, turn off air at outlet to relieve the pressure.
- 28) When drilling into walls, floors, platforms and similar structures, take care not to drill into electrical and other utility lines and other such installations.
- 29) Do not use hoses or electrical cords for hoisting or lowering tools or other materials. Never tank the cord to disconnect it from the receptacle.
- 30) Disconnect tool from power source(s) before changing drills, blades or bits or attempting repair or adjustment. Never leave a running tool unattended.
- 31) Compressed air used for cleaning purposes shall have its' pressure reduced to less than 30 PSA (200 KPA), and then only with effective chip guarding and proper personal protective equipment. Higher pressures, where approved, can be used for concrete form, mill scale, and similar cleaning purposes.
- 32) Be sure that grinder stones and discs are protected with proper protective guards.
- 33) Wear a proper face shield or adequate eye protection during all grinding operations.
- 34) Check grinder stones and discs daily for nicks cracks or other defects; replace immediately, if damaged.
- 35) Handle grinders carefully. If dropped, inspect grinder and stone/disc at once for damage.
- 36) Do not jolt, force, or jam a grinder. Such use may cause the stone to shatter.
- 37) Be sure a portable grinder is turned off and any coasting or idling motion stopped before putting it down.
- 38) Make sure grinder stones and disks are matched to the RPM rating of the grinder. A low RPM disk or stone on a high RPM grinder can shatter.
- 39) Only a trained, qualified operator shall operate an explosive powder actuated tool, such as a "RAMSET" or "Hilti" gun.
- 40) Never point an explosive powder actuated tool at anybody.

41) Before using the tool, inspect it to make sure it is clean, that all moving parts operate freely and that the barrel is free from obstructions. Do not load the tool, unless it will be used immediately. Never leave a loaded explosive powder actuated tool unattended.

MATERIAL HANDLING/LIFTING SECTION 54

- 1) Wherever practical, heavy lifts should be done with mechanical lifting devices.
- 2) When manual handling is required, dollies, trucks and similar devices should be used where practical.
- 3) Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when a lifting task may be more than they can safely handle.
- 4) The right way to lift is the easiest and safest. Take a firm grip, secure a good footing, place the feet a comfortable distance apart, bend the knees, keep the back straight and lift with the leg muscles.
- 5) Use gloves or hand patches as required when handling sharp, rough, heavy or hot materials.
- 6) Never carry a load so large that it obstructs vision or too heavy to be safely lifted without assistance.
- 7) If steps and handrails are provided use them, stepping on tires or hubs affords poor footing.
- 8) On heavy construction equipment such as trucks, the starting system must be made inoperative or locked when the equipment is no in operation.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY STATEMENT SECTION 55

As your employer, we recognize a virus called HIV (Human Immunodeficiency Virus) causes AIDS, and this virus is life-threatening, like cancer or heart disease. Employees with HIV infection will be treated like those with other life-threatening illnesses.

Employees with HIV infection have the right to:

- Continue working as long as their condition permits
- Receive the same benefits coverage as is accorded other employees
- Be accorded complete confidentiality concerning their HIV status
- A working environment free from discrimination or harassment.

Other Employees have the right to:

- A safe and healthy working environment
- Education on the subject of HIV infection

We will make reasonable accommodations to the work schedule or duties of an employee with HIV infection when the employee's condition so requires.

We shall undertake:

- To avoid discrimination against any employee or client on the basis of HIV infection
- To refrain from the use of testing to detect the presence of HIV when hiring, transferring or promoting employees
- To refuse to tolerate discrimination or harassment of employees with HIV infection
- To ensure that employees with HIV infection are given information on where they can access counselling and support
- To make educational information on HIV infection available to all employees and where necessary to provide an educational program on the HIV infection.

MODIFIED WORK PROGRAM SECTION 56

It is our policy to gainfully employ an injured worker by providing them with light duty or modified work that will not in any way infringe upon the injury and that will not prove hazardous to fellow workers. Regardless of the provincial status that may prevail, it is our position that when a valued worker has suffered a workplace injury, we shall do our utmost in ensuring that the worker has the opportunity to be gainfully employed again.

Your cooperation will keep our employees fully employed, when they have sustained minor injuries. When an injury occurs that may not allow the injured worker to perform their normal duties, we will offer various forms of light duties or modified work at that project or at another location.

After an injury has occurred, their foreman or the companies Health and Safety Manager will contact the injured worker. We will provide a Medical Report for Employer form or provide written instruction outlining the restrictions for you to give to your doctor to approve and or comment on, we will ensure that your doctor's instructions will be followed.

EMPLOYEE PRE-CONSTRUCTION SAFETY CHECKLIST SECTION 57

The purpose of the Employee Pre-Construction Safety Checklist is to ensure we have a record of the safety information supplied to newly hired employees. Our "Due Diligence" Safety checklist is designed to help ensure we have provided orientation for a new worker.

General Instructions

As each item is covered, simply "x" off that item. If an item is not applicable, strike it out. If one item has some specific detail worth noting, write any notes on the back. When the list

has been completed, have the worker sign it as well as the Project Manager (or Foreman) and fax it back to Jeff Buhagiar at 905-670-2492.

DETAILS

1. Safety Policy provided and signed by the worker

Give the worker a copy of our Safety Policy and return the acknowledgment page. If the owner or general contractor has a rule book or policy booklet for the workers, note that you gave the worker a copy as well.

2. Safety representative identified

Introduce the Safety Representatives and explain their function and how they relate to the worker.

3. Joint/worker safety committee

Explain who the Safety Committee members are and how they relate to the worker.

4. Emergency procedure reviewed

Review the site emergency procedures for fire, accidents, injuries and any special emergency procedures specific for that site.

5. Written safe work practices

The current trend on larger projects and some industrial projects is to submit to the general contractor or owner "Written Safe Work Practices". These are written procedures listing the specific hazards of the project and how we are going to resolve those hazards. On some projects, these written procedures may be for Asbestos abatement, trenching, hoisting, etc.

6. Employee orientation

If there is an orientation session held by the owner or general contractor. Attach any details of the orientation training.

7. Personal Protective Equipment

Review the requirements in any specific area for these items (or add others as necessary, such as Tyvek coverall or gloves where there is biological exposure). Make sure that each worker is made aware of our policies requiring CSA approvals on worker supplied protective equipment (glasses, boots and hard hats).

8. Hygiene facilities reviewed

Point out the locations of washrooms, showers, smoking areas, and clean-up stations. Review the site rules for the use of these facilities.

9. Housekeeping requirements

Location and segregation of the different types of waste containers.

10. Material handling/storage

Review the areas for the storage of materials and any specialized handling instructions. Point out how and where we store compressed gases, flammable, and any site rule for their use.

Make note of the locations on floors for storage of materials i.e. at least 6 feet (1.8 meters) back of the edge, block pipe from rolling, secure baskets from being blow over and do not overload the floors.

11. Tool and equipment storage locations

Review the storage location of tools, parking areas of forklifts, manlifts, scaffolds etc. Explain how we tag defective tools and equipment and where to put the defective ones for repair.

12. Landing Platforms

Explain the locations and capacities and safety requirements of the landing platforms (harnesses, guardrails, signalperson etc.)

13. WHMIS basic training verified

Have the worker present his WHMIS card. Remember that we are responsible to review the WHMIS training on an annual basis. In the job kit there are copies of the CSAO WHMIS review.

14. MSDS location reviewed

Point out where we keep the MSDS's and how the worker may access them.

15. First Aider identified

Review who the first aid person is for our company and for the project. If there is a first aid station, review the procedures for obtaining first aid.

16. Job site address, telephone number & contact person given (in case of emergency)

Give the worker one of the plastic laminated cards with the site address and telephone number. These cards are obtained by calling Jeff Buhagiar. The worker should know how to contact the Project Manager or foreman if he is unable to work because of illness or injury. Also, if the workers family must get in contact with the worker, they should have a contact number.

17. GFCI

“Ground Fault Circuit Interrupters”. Point out the requirements for all electrical tools to be double insulated, grounded, and connected to a ground fault circuit. Review the electrical policy for that project in terms of portable electronics (radios, etc.) or non-supplied electrical tools.

18. Lighting requirements

Explain the types of task lighting available and how to obtain these lights.

19. Discipline form & policy reviewed

Review our policy and that of the owner or general contractor for violation of safety rules or site rules.

Accident reporting & WSIB procedures

Review how the employee reports any injury, accident, incident, or hazard. Explain our modified work program, dear doctor letter, and Employer's Report to Facilitate Rehabilitation. Stress that the worker must inform us of all injuries.

20. Fire protection requirements

Some projects have the requirement for "Hot Work Permits" and fire watches. If this is the case at your project, explain the procedures to the new employee. Review our requirements for fire extinguishers, fire safe work areas etc.

21. Barricades and signs

Review what and where our barricades and warning signs are. Explain how the worker can obtain these materials. I would strongly recommend we review the need for properly replacing any barricades, floor hole coverings correctly if we removed them for access. Point out the need to cover correctly any sleeve or duct openings in a floor. If the site has any specific requirements, review them.

22. Tool box safety talks

Although the OHSA does not specify the frequency of *ToolBox Safety Talks*, we are required to review the hazards of the project with each employee at that site. Explain the frequency forum and contents of our Safety Talks.

23. Training requirements established

Each project has specific hazards. We must ensure that before any worker "uses, wears or operates" any equipment and protective device they are trained in the hazards, limitations, correct fit and use of that "device, article or thing". An example might be a qualified forklift operator; all forklifts are not made the same. A simple checkout on the particular machine may be necessary.

24. Worker competency established

These are a sample list of hazards that may or may not require site specific training on. Establish what level of experiences that this particular worker has with these items or other specific hazards (such as designated substances) at your project. Some items, such as forklift operators require a certificate.

The attached forms are available from Jeff Buhagiar and will be included in any new project safety start-up kit and foremen's kit.

EMPLOYEE PRE-CONSTRUCTION SAFETY CHECKLIST

EMPLOYEE: _____

1. Safety Policy provided & signed
2. Safety Representative identified

3. Joint/Worker Safety Committee explained
4. Emergency Procedure reviewed
5. Written Safe Work Practices reviewed
6. Employee orientation completed
7. Personal protective equipment requirements
 - Hard hats
 - Footwear
 - Safety glasses
 - Hearing
 - Dust & Fumes
 - Fall protection
8. Hygiene facilities reviewed
9. Housekeeping requirements
10. Material handling/storage
11. Tool and equipment storage locations
12. Landing platforms (locations and capacities)
13. WHMIS basic training verified
14. MSDS location reviewed
15. First Aider identified
16. Job site address and telephone number and contact person given (in case of family emergency)
17. GFCI (electrical policy) reviewed (at project)
18. Lighting requirements
19. Discipline form and policy reviewed
20. Accident reporting and WSIB procedures
21. Fire protection requirements (site policy)
22. Barricades and signs (site policy)
23. Tool box safety talks (weekly)

24. Training requirements established

25. Worker competency established for

- Rigging and hoisting
- Forklifts
- Elevated work platforms
- Boom trucks
- Carrydeck cranes
- Asbestos
- Trenching and excavations
- Scaffold and ladders
- Other designated substances (specify): _____
- Other Hazards (specify): _____

These items have been reviewed by all parties noted below and are found to be satisfactory.

Project Manager: _____
(Sign and date) _____

Project: _____

Employee: _____
(Sign & Date) _____

Please note: x-out items completed and reviewed. Lineout those that do not apply. This form is to be returned to Jeff Buhagiar @ Fax 905-670-2492.

ACCESSIBLE CUSTOMER SERVICE PLAN SECTION 58

Providing Goods and Services to People with Disabilities

MeadowBrook Construction Inc is committed to excellence in serving all customers including people with disabilities.

Assistive devices

We will ensure that our staff is trained and familiar with various assistive devices that may be used by customers with disabilities while accessing our goods or services.

Communication

We will communicate with people with disabilities in ways that take into account their disability.

Service animals

We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public.

Support persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

Fees will not be charged for support persons for admission to **MeadowBrook Construction Inc's** premises. We will notify customers of this through a notice posted on our premises.

Notice of temporary disruption

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities closing of barrier free bathrooms, MeadowBrook Construction Inc will notify customers promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

The notice will be placed at the door to the bathroom.

Training for staff

MeadowBrook Construction Inc will provide training to employees, volunteers and others who deal with the public or other third parties on their behalf. Individuals in the following positions will be trained:

All site workers, salesperson and office staff

This training will be provided to staff within two weeks of being hired

Training will include:

- An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard
- **MeadowBrook Construction's** accessible customer service plan.
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person

Staff will also be trained when changes are made to your accessible customer service plan.

Feedback process

Customers who wish to provide feedback on the way **MeadowBrook Construction Inc's** provides goods and services to people with disabilities can **email Steven Buhagiar at steven@meadowbrookconstruction.ca**. All feedback will be directed President.

Customers can expect to hear back in **3 days**. Complaints will be addressed according to our organization's regular complaint management procedures.

Modifications to this or other policies

Any policy of **MeadowBrook Construction Inc** that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

Bill 168: Workplace Violence and Harassment Policy

SECTION 59

The management of MeadowBrook Construction Inc. is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Employees are encouraged to notify management immediately if a situation involving violence and/or harassment takes place. Everyone in the workplace, managers, supervisors, and workers, are expected to uphold this policy and will be held accountable by MeadowBrook Construction in an effort to prevent workplace violence and harassment.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace, which is known or ought reasonably to be known to be unwelcome:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workers are encouraged to report any incidents of workplace harassment to office management. Please note that there will be no negative consequences for reports made in good faith. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Management will investigate and deal with all concerns, complaints, and/or incidents relating to workplace violence and harassment in a timely and fair manner while respecting the privacy of all employees.

Nothing in this policy prevents or discourages a worker from filing an application with the Ontario Human Rights Tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues available.

Service Arrangements

SECTION 60

It is our policy to ensure employees have access to toilet facilities and at least one wash basin or hand cleaning facility at mobile or temporary worksites. Workers will not be placed under unreasonable restrictions to the use of drinking fluids, toilets, and hand cleaning facilities.

Condition of Facilities

Workers must be permitted to access these facilities when required.

- Lunch rooms, change rooms and washroom facilities will remain clean and sanitary
- Sanitary facilities are regularly maintained, inspected and remain operational at all times
- Facilities are not to be used as storage space for tools or material unless equipped with proper storage facilities
- Facilities are to be equipped with toilet paper, cleaning agents and hand drying supplies